

**CONSTITUTION**  
**SINGAPORE MANAGEMENT UNIVERSITY STUDENTS' ASSOCIATION**  
**INTERNATIONAL CONNECTIONS**

**ARTICLE 1 – CITATION**

1.1 This Constitution may be cited as the Constitution of the Singapore Management University Students' Association International Connections (ICON).

1.2 Only in the event of absence of information in the Constitution of the Singapore Management University Students' Association International Connections (ICON), the terms of the Constitution of the Singapore Management University Students' Association shall be adhered to.

**ARTICLE 2 – INTERPRETATION**

In this Constitution, unless it is otherwise provided or the context otherwise requires:

“SMU” shall mean the Singapore Management University;

“SMUSA” shall mean the Singapore Management University Students' Association;

“Council” means the Singapore Management University's Students' Association Council;

“Department” shall mean the SMU International Connections (ICON);

“Executive Committee” unless otherwise indicated refers to the Executive Committee of the Department;

“Management Committee” unless otherwise indicated refers to the Management Committee of the Department, which consists of the Executive Committee and all the Presidents of the clubs under the Department;

“Member(s)” unless otherwise indicated refers to all persons whose names are registered and recorded in the Department's or its clubs' Register of Members;

“SSC” shall mean the Student Success Centre department under the Office of the Provost;

“President” shall mean the President of the Department and the SMUSA International Students' Secretary;

“Sub-committee” means a committee set up on either an ad-hoc or permanent basis to accomplish their assigned objective(s);

Words importing the masculine gender shall include the feminine gender.

## **ARTICLE 3 – PLACE OF BUSINESS**

3.1 Its place of business shall be at Singapore Management University or such other address as may subsequently be decided upon by the Executive Committee. The Department shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

## **ARTICLE 4 – OBJECTS**

The objects of the Department are:

4.1 To integrate SMU's students from different nationalities.

4.2 To promote cultural diversity and appreciation.

4.3 To promote the welfare of the members of the Department.

4.4 To conduct any other activities the Management Committee deems appropriate to the interests of the Department.

## **ARTICLE 5 – MEMBERSHIP QUALIFICATION AND RIGHTS**

5.1 Membership of the Department shall be confined to, and be compulsory for, matriculated full-time undergraduate students of the University.

5.2 All full-time matriculated international undergraduate students of SMU are automatically accorded Voting Rights.

5.3 Only members with Voting Rights are entitled to one voting right during the General Election for the Executive Committee.

5.3.1 Voting Rights is defined as follows:

a) Permanent members are members with voting rights in all of ICON's General Elections as long as they are full time undergraduates in SMU. The following are recognised as permanent members:

1. All international students excluding PRs.
2. All Singaporeans or PRs who are former or current MC members.
3. All Singaporeans or PRs who have been an organising committee member of any of ICON's Signature Events.

b) Active members are members with voting rights in ICON's General Elections only valid for the ongoing year based on the following criteria:

1. Facilitators or those deemed to be holding a comparable role in ICON's Signature Events for the ongoing year. Every single individual that falls within the purview of the role being given voting rights shall be accorded the voting rights.
2. Outgoing ICON Club ExCo members.
3. Incoming ICON Club ExCo members if they have been chosen prior to the start of voting for ICON's General Elections.
4. Those who have attended at least 2 ICON Club Events in the preceding 2 regular semesters (ie. the previous academic year).
5. Candidates who do not meet any of the other criteria for being either a permanent or active member.

5.4 All members are eligible to apply for any of the Executive Committee positions of the Department.

## **ARTICLE 6 – ADMINISTRATION**

6.1 The administration of the Department shall be in the control of the Executive Committee.

6.2 The Executive Committee may appoint sub-committees as are necessary for the proper administration of the Department. The Management Committee shall be assisted by the appointed Sub-committees.

## **ARTICLE 7 – SUPREME AUTHORITY AND GENERAL MEETINGS**

7.1 The supreme authority of the Department is vested in a General Meeting of the members, presided over by the President.

7.2 An Annual General Meeting shall be held yearly. The following points will be considered at the Annual General Meeting:

- a) The previous financial year's accounts and annual report, if any, of the Executive Committee;
- b) Where applicable, the election of office-bearers for the following term;
- c) Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice to the Honorary General-Secretary one week before the meeting is due to be held. This item will be subject to the approval of the Management Committee.

7.3 At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than 25% of the total voting membership or 30 voting members, whichever is the lesser, and/or may be called at any time by order of the Executive Committee. The notice in writing, together with the written statement of the object of which the meeting is desired, shall be given to the Honorary General-Secretary setting forth the business that is to be discussed at the Extraordinary

General Meeting. The Extraordinary General Meeting shall be convened within two (2) months from receiving this request to convene the Extraordinary General Meeting.

- 7.4 If the Executive Committee does not within two (2) months after the date of the receipt of the written request proceed to convene an Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving 10 days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Department's notice board.
- 7.5 At least two weeks' notice shall be given of an Annual General Meeting and at least ten days' notice of an Extraordinary General Meeting. Notice of meeting stating the date, time and place of meeting shall be sent by the Executive Committee to all voting members. The particulars of the agenda shall be distributed to all members through electronic means or any such means deemed reasonable by the Executive Committee four (4) days in advance of the meeting.
- 7.6 At least 10% of the total voting membership or 40 voting members, whichever is the lesser, present at a General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum.
- 7.7 In the event of there being no quorum at the commencement of a General Meeting, the meeting shall be adjourned for half an hour and should the number then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to amend any of the existing rule.

## **ARTICLE 8 – MANAGEMENT AND COMMITTEES**

- 8.1 The Management Committee, consisting of the Executive Committee and the presidents of all the clubs under the Department, shall convene an Internal General Meeting at least once every 3 months, with the exception of the summer holiday period (May to July). This meeting shall be presided over by the Department's President.
- 8.2 The Executive Committee is responsible for executing the decisions made by the Management Committee at the Internal General Meeting.
- 8.3 The Executive Committee has the duty to supervise and manage the day-to-day activities of the Department.
- 8.4 The Executive Committee shall comprise a minimum of 5 elected committee members and may increase in proportion to the membership of the Department, at the discretion of the Executive Committee.
- 8.5 In accordance with Article 8.4, the Executive Committee shall consist of at least the 5 first positions below, and any other positions as deemed necessary by the Executive Committee for the effective administration of the Department:
- a) President;
  - b) Vice-Presidents (2);
  - c) Honorary General Secretary;

- d) Honorary Finance Secretary;
- e) Any other positions deemed necessary by the Executive Committee for the effective administration of the Department.

- 8.6 The outgoing Executive Committee will determine the number of seats open for elections of the incoming Executive Committee, according to Article 8.4.
- 8.7 There can be no more than 18 Executive Committee members, unless otherwise given approval by the Management Committee.
- 8.8 The Executive Committee shall have the power to co-opt additional members for the proper administration of the Department.
- 8.9 All Management Committee members must carry out their duties diligently, actively participate in all assigned responsibilities, be fully matriculated undergraduates for at least the duration of their term and remain in Singapore during the full office term to be endorsed as members of the Management Committee.
- a. Extenuating circumstances must be brought up to the Executive Committee and SSC to be discussed, subject to approval on a case-to-case basis.
  - b. While members may have other commitments, such as internships or external duties, they must ensure they can fulfil their responsibilities to the Management Committee properly and actively. Failure to do so will result in removal from their position.
- 8.10 If an elected Executive Committee member vacates his position during his term of office, the Executive Committee, on a unanimous vote, has the discretion to co-opt a member to replace him.
- 8.11 An Executive Committee Meeting shall be held at least once every month, with the exception of the summer holiday period (May to July) and the winter holiday period (December).
- 8.12 The Executive Committee or the Management Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and always remain subordinate to the General Meetings. The organisation of activities may be undertaken by the Executive Committee or by sub-committees, the members of which shall report directly to at least one of the Executive Committee Members.

## **ARTICLE 9 – ELECTIONS**

- 9.1 The election of the Executive Committee shall be conducted in accordance with provisions prescribed in this article and must be completed by the end of week 12 of the first term of each academic year.
- 9.2 In addition to the provisions prescribed in this article, the outgoing Executive Committee has the power to release an annual Election Guidelines document detailing supplemental guidelines, positions available and job scopes applicable to that year. This document shall be released to all members no later than one (1) week before the closing of the nomination period.

### 9.3 Elections Committee

9.3.1 The Elections Committee shall be appointed by the out-going Management Committee. Each Elections Committee shall consist of the following:

- a) A Returning Officer who shall be the Chairman of the Committee;
- b) Two (2) Elections Officers who shall assist the Returning Officer.

9.3.2 The Returning Officer of the Elections Committee shall announce how the members may receive the nomination papers and submit the completed nomination papers.

9.3.3 The Returning Officer may reject any nomination paper that does not comply with the provisions of this Constitution and shall serve upon such person a Notice of Rejection one (1) day after the close of nominations. Such notice shall be deemed to have been served when the List of Nominees has been announced on the notice board, or through electronic means.

9.3.4 The Returning Officer shall be in charge of the ballot with the assistance of the Elections Officers.

9.3.5 The Elections Committee Members shall not themselves:

- a) propose any candidate;
- b) second any candidate;
- c) campaign for any candidate;
- d) vote for any candidate;
- e) stand for election for the Executive Committee.

9.3.6 The Returning Officer and the Elections Committee are empowered to exercise their discretion as and when it is necessary.

### 9.4 Nominations of Elections Candidate

9.4.1 The Management Committee Members shall not themselves:

- a) propose any candidate;
- b) second any candidate;
- c) campaign for any candidate.

9.4.2 Only members of the Department shall be eligible to run for office in the Executive Committee.

9.4.3 All candidates standing for elections must be duly proposed and seconded by members with Voting Rights.

9.4.4 Each nomination form shall be signed by the proposer and the seconder, and shall contain the written consent of the candidate for election as a member of the Executive

Committee. The proposer and seconder must be of different nationalities from each other. The proposer must not be the candidate himself.

- 9.4.5 Other than the President of the Department sitting on the SMU Students' Association, no member shall concurrently serve the Department's Executive Committee and the SMUSA Executive Committee.
- 9.4.6 No member shall concurrently serve the Department's Executive Committee and the Executive Committee(s)/Management Committee(s) of the other Constituent Bodies.
- 9.4.7 No member shall concurrently serve the Department's Executive Committee and hold a position of President or Vice-President of another club.
- 9.4.8 The incumbent Executive Committee reserves the right to accept or reject the candidature of a nominee. The decision requires a 75% majority vote by the elected members of the Executive Committee excluding any members standing for re-election. The reasons for rejection must be clearly stated and disclosed to the candidate. Such decisions must be made irrespective of race, religion, nationality and gender. The nominee must be informed of the rejection of his or her candidature via email at least 4 days prior to the announcement of candidates to the school.
- 9.4.8.1 For each nominee, the elected members of the Executive Committee, excluding any members standing for re-election, will hold a round of discussion to evaluate the nominee. This will be followed by a vote to accept the candidature of the nominee. If the motion to accept the nominee does not receive at least 75% of the votes, there will be a vote to reject the nominee. If this motion to reject the nominee does not secure a 75% majority, the process will recommence from the discussion phase and will be followed by a round of voting. This process will continue until a 75% majority is achieved to either accept or reject the nominee. After the first round of voting, the voting process to accept or reject a nominee will be a binary vote (Accept or Reject), and hence the right to abstain from voting will be revoked.
- 9.4.8.2 A nominee will have the right to appeal the rejection of their candidature to the Appeals Committee within 48 hours of receiving the rejection email. The Appeals Committee shall consist of one randomly selected member with voting rights, former elected ICON President, and one randomly former elected ICON Executive Committee member (excluding incumbent ICON Executive Committee members and those who have already graduated from SMU), none of whom must be contesting elections for office in ICON or SMUSA. The decisions of the committee will require a simple majority and decisions made will be final. The committee is to respond to appeals within 48 hours of receiving the request.
- a. The former elected ICON Executive Committee member will be selected randomly using an online random wheel tool. The randomization process will be recorded to ensure transparency.

## 9.5 General Elections

- 9.5.1 General Election for the Executive Committee positions shall be conducted by online voting over a period (1) week.
- 9.5.2 Every member with Voting Rights shall have one (1) vote per seat or one (1) vote per candidate, whichever is lesser during the election of the office-bearers.
- 9.5.3 The top candidates obtaining the votes of at least 5% of all members with Voting Rights of the Department or 5% of the total votes cast, whichever is higher, shall be elected as part of the incoming Executive Committee.
- 9.5.4 During General Elections, where the votes of the candidates are equal, the outgoing Executive Committee shall decide this casting vote by a simple majority of votes taken at an Executive Committee meeting.

## 9.6 Internal Elections

- 9.6.1 Any elected members of the incoming Executive Committee may run for the position of the incoming President.
- 9.6.2 Voting Threshold : Candidates must receive at least two-thirds of the total votes cast to be elected into the position.

## 9.7 Appeal

- 9.7.1 The candidate aggrieved by the Returning Officer may, within three (3) days of notification of election results, appeal to the Appeal Committee. The Appeal Committee shall consist of SSC and the President.
- 9.7.2 The decision of the Appeal Committee shall be final.

## 9.8 Office

- 9.8.1 The Executive Committee office assignment shall be decided within one (1) month of the Executive Committee election results. The assignment shall be decided during a Management Committee meeting through voting.
- 9.8.2 The successful elected Executive Committee members shall be announced to the members at least one (1) month before the incoming Executive Committee takes office. The announcement shall be made on the notice boards or through electronic means.

## **ARTICLE 10 – DUTIES OF OFFICE-BEARERS**

- 10.1 The President shall chair all General and Committee meetings. He shall also represent the Department in the Council.

- 10.2 The Vice-President(s) shall assist the President and deputize for him in his absence.
- 10.3 The Honorary General-Secretary shall keep all records, except financial, of the Department and shall be responsible for their correctness. He will keep minutes of all General and Committee meetings. He shall maintain an up-to-date Register of Members at all times. He shall also be the returning officer for the next round of elections but will be allowed to nominate a replacement in the event of his unavailability.
- 10.4 The Honorary Finance Secretary shall keep all funds and collect and disburse all monies on behalf of the Department and shall keep an account of all monetary transactions and shall be responsible for their correctness. All payments in respect of expenditure properly incurred by the Department shall be made by the Honorary Finance Secretary subject to the approval process to be determined by the Executive Committee from time to time.
- 10.5 The Honorary General-Secretary shall deputize for the President and Vice-President(s) in their absence.
- 10.6 The Finance Secretary shall deputize for the President in the absence of the abovementioned 10.1, 10.2 and 10.3.
- 10.7 The term of office for the elected Executive Committee shall be from 1 January to 31 December of the calendar year.

## **ARTICLE 11 – RESIGNATION AND TERMINATION OF EXECUTIVE COMMITTEE**

- 11.1 Any office-bearer resigning his office shall tender his resignation in writing and shall not be deemed to have resigned until his resignation is accepted.
- 11.2 Resignation shall be tendered to the Honorary General-Secretary for the consideration of the Executive Committee.
- 11.3 Subject to Article 8.8, in the event that there is a vacant office in the Executive Committee arising from any cause, a successor may be co-opted by the Executive Committee to serve until the next Annual General Meeting or Elections, whichever is earlier.
- 11.4 In the event where the office of the President falls vacant, one of the Vice-Presidents shall assume the position automatically. This will be determined by a simple majority vote by the Management Committee.
- 11.5 The process for Vote of No Confidence shall be carried out as below.
- a) Members making up at least 5% of those with normal voting rights or 30 such members, whichever figure is lower, who wish for an Executive Committee member to resign from office will have to call for and hold an extraordinary meeting specifically for this issue via the Executive Committee by submitting such an appeal to the Honorary General-Secretary. In the event that the Honorary General-Secretary is the subject of the appeal, the appeal must be submitted to the President of the Department.

- b) The Executive 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 Department 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 12 – FORMATION OF AND GUIDANCE FOR CLUBS UNDER THE DEPARTMENT**

- 12.1 A club may be formed under the Department, at the discretion of the Management Committee and the SSC.
- 12.2 Any member of the Department may propose an initiative to start a new club. Such an initiative may be spearheaded by an individual or a committee.
- 12.3 The individual or committee must present a proposal on the new initiative to the Management Committee and SSC. Upon the approval by both the Management Committee and SSC, the proposers shall form an interim committee, which will oversee the formation of the club.
- 12.4 The committee of each club is expected to fulfill their responsibilities and obligations during the duration of their term.
- 12.5 Clubs are expected to produce their own guidelines, subject to the approval of the Executive Committee.
- 12.6 The Executive Committee retains the discretion to step into the activities of a club if required.
- 12.7 The Executive Committee may review, from time to time, the status of a club and reserves the discretion to endorse the activities of the club.

## **ARTICLE 13 – GENERAL**

- 13.1 In the event of any question or matter pertaining to day-to-day administration that is not expressly provided for in this Constitution, the Executive Committee shall have power to use its own discretion. The decision of the Executive Committee shall be final unless it is reversed at a General Meeting of members.

## **ARTICLE 14 – AMENDMENTS TO THE CONSTITUTION**

- 14.1 Any amendments to the Constitution can only be approved by a two-third majority vote from members of the Executive Committee.
- 14.2 Any amendments to the Constitution or any revocation of parts or the whole thereof, shall take effect immediately after it has been approved by the Student Success Centre.