

**CONSTITUTION OF THE SINGAPORE
MANAGEMENT UNIVERSITY STUDENTS'
ASSOCIATION**

ARTICLE 1 – NAME AND PLACE OF BUSINESS

1.1 The name of the society should be “The Singapore Management University Students’ Association.”

1.2 The place of business of the Association shall be c/o the Singapore Management University.

1.3 Definitions

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

- a) “Association means the Singapore Management University Students’ Association.
- b) “University” unless otherwise indicated Singapore Management University.
- c) “Office of Student Life” means Director of the Office of Student Life or such officer as the Director may designate.
- d) “Constituent Body” means such clubs, teams or groups established by the University Student Life Committee and recognized by the Association.

- e) "Council" means the Students' Association Council, consisting of the Executive Committee and the Presidents of the various Constituent Bodies.
- f) "Executive Committee" means the executive arm of the Council.
- g) "Management Committee" means the Management Committee of a Constituent Body of the Association.
- h) "President" unless otherwise indicated shall mean the President of the Executive Committee, Council and Association.
- i) "Member" means a full-time matriculated undergraduate student of the University.
- j) "Club" means any club or society recognized by the Association.
- k) "General Meeting" means a meeting of all Members of the Association, and may be either an Annual General Meeting or Extraordinary General Meeting.
- l) "Executive Committee" means any committee appointed by the Executive Committee including without limitation all Standing Committees.
- m) "Policy Book" means a compilation of the prevailing constitutions of the Association and the various Constituent Bodies and Clubs as well as the various guidelines set by the Association.
- n) "Standing Orders" are operational directives to regulate the procedures and administration matters for all meetings of the Association, Council, Executive Committee and Committees.

o) "Two-third Majority" would mean a two-third majority of the Council.

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

2

ARTICLE 2 – **OBJECTS**

2.1 To promote and safeguard the interests of the Members, Committees and Clubs of the Association within the University.

2.2 To uphold and respect the dignity and equality of every Member of the Association without regard to religion, race or politics.

2.3 To promote the welfare, social, cultural, educational and sporting activities of Members within the University.

ARTICLE 3 – **MEMBERSHIP**

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

3.2 Members shall have the right to speak and vote at all General Meetings of the Association and to participate in the Association's activities.

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

ARTICLE 4 – **ADMINISTRATION**

4.1 The administration of the Association shall be in the control of the Council, subject to University authorities.

4.2 The Council shall be assisted by its Executive Committee.

4.3 The Council may appoint such standing or other ad-hoc Committees as are necessary for the proper administration of the Association.

ARTICLE 5 – **THE COUNCIL**

5.1 Composition

5.1.1 The Council shall consist of all Executive Committee Members (pursuant to Article 6) and the Presidents of all the Constituent Bodies.

5.1.2 There shall be a President of the Council who shall be elected in accordance with the provisions of Article 5.5.11 of this Constitution.

5.1.3 No Member of the Council shall be in the ExCo of more than one club or Constituent Body.

5.2 Functions

5.2.1 The Council shall:

- a) Be responsible for laying down the policies of the Association, consistent with its objects;
- b) Maintain any premises as may be assigned to it by the various University offices in accordance with such conditions as may be laid down by the University;
- c) Be responsible for the organization of such functions as are consistent with the objects of the Association;
- d) Control the administration of the Association;
- e) Provide such facilities for the welfare and convenience of its Members as are consistent with the objects of the Association;
- f) Be responsible for the publication of an Annual Report of the Association's activities and other publications which the Council may deem necessary; and
- g) Decide on the allocation of funds to Constituent Bodies, Committees and Clubs.

5.3 Powers

5.3.1 The Council shall have the power to:

- a) Make, amend and repeal Standing Orders as may from time to time be necessary to give effect to the objects of the Association;
- b) Delegate to its Executive Committee, Constituent Body Executive Committees or any other Committee such powers and duties as the Council may determine;
- c) Exercise control over the Executive Committee and any other Committee of the Association;
- d) Accept the resignation of any Member of the Council, its Executive Committee or any other Committee of the Association and cause such vacancies to be filled in accordance with the provisions of this Constitution;
- e) Co-opt Members of the Association to attend its meetings. Such Members may take part in the discussions, but shall not have the right to vote;
- f) Initiate disciplinary action against any Member who has acted in any manner detrimental to the Association, or who has contravened any part of the Constitution or any of the rules of the Association as may be in force for the time being based on the appropriate standing order or guideline;
- g) Give a decision upon any matter, which affects the welfare within the University of any Member of the Association that is not provided for in this Constitution.

5.4.1 The Council shall hold office from 1 January to 31 December of each year.

5.4.2 All Members of the Association shall be entitled to vote in the elections for the Executive Committee. The elections shall be conducted for membership in the Executive Committee and not for the specific offices in the Executive Committee. Elections to the various offices in the Executive Committee shall be carried out pursuant to Article 14.7 and 14.10 respectively.

5.4.3 Only Members of each Constituent Body shall be entitled to vote in the elections for the Management Committee of the respective Constituent Body. The elections shall be conducted for membership in the Management Committee and not for the specific offices in the Management Committee. The Management Committee members shall elect office holders from among themselves.

5.4.4 There shall be a taking over period commencing from the time of appointment of the incoming Council to 31 December, during which period the incoming Council shall have no powers. Thereafter, the newly elected Council shall take office pursuant to Article 5.4.1.

5.5 Meetings of the Council

5.5.1 These shall be either Ordinary or Extraordinary.

5.5.2 Ordinary meetings shall be held at least once a term. The Honorary General Secretary shall give seven full days' notice of such meetings to all Council Members.

5.5.3 Members of the Council shall give at least three days' notice to the Honorary General Secretary of amendments to the agenda for Ordinary meetings.

7

5.5.4 Extraordinary meetings shall be held either when matters requiring urgent attention arise (the Executive Committee shall determine whether there are matters requiring urgent attention), or when a written request for such meeting signed by not less than five Members of the Council is received by the Honorary General Secretary, who shall convene the Extraordinary meeting within five days of the receipt of the written request. Only matters for which the meeting is convened shall be discussed.

5.5.5 The Honorary General Secretary shall give at least three days' notice of an Extraordinary meeting unless he decides that the urgency of the agenda requires shorter notice, such decision being subject to ratification by the Council when it meets. In the event that the decision is not ratified by the Council by a two-third majority vote, the Extraordinary Council meeting shall be declared void, and a subsequent Extraordinary meeting shall be convened for which the Honorary General Secretary shall give at least three days' notice.

5.5.6 At least fifty percent (50%) of the existing Members of the Council shall constitute a quorum. Co-opted Members of the Executive Committee shall not be included in the count for the quorum.

5.5.7 Any Member of the Council who absents himself from three successive meetings, Ordinary or Extraordinary, of the Council shall submit a written explanation to the Honorary General Secretary no later than the date of the third meeting, failing which he shall automatically cease to be a Member of the Council. The Council shall consider such explanation and decide by a two thirds majority vote whether or not the absent Member shall remain in the Council. The absentee will not be included in the two-thirds majority count.

5.5.8 Any Member of the Council who intends to absent himself for a period longer than 15 minutes from the proceedings of any meeting of the Council may only do so with the permission of the President of the Council meeting after providing an acceptable reason for the absence.

5.5.9 The President of the Council shall take the Chair at all meetings of the Council except where the Council for whatever reason elects another Council Member present to chair the meeting. In the absence of the President, one of the following persons shall be elected to the Chair in descending order of priority:

- a) Vice-President of the Executive Committee;
- b) Any other Member of the Executive Committee; or
- c) Any other Member of the Council.

5.5.10 For any motions to pass, there is a need for a two-third majority vote in favour of the motion.

5.5.11 First Meeting of the Council

5.5.11.1 For the avoidance of doubt, the in-coming Council shall not assume any powers until 1 January of the following year.

5.5.11.2 The Honorary General Secretary of the out-going Executive Committee shall act as Secretary at the first meeting of the in-coming Council.

5.5.11.3 The first item on the agenda shall be the election of the President of the in-coming Council from among the in-coming Executive Committee Members elected pursuant to Article 14. The outgoing Council shall have no voting rights whatsoever. If, however,

he is concurrently a Member of the in-coming Council, he shall be entitled to one vote.

5.5.11.4 The incoming Council, presided by its newly elected President shall then proceed to elect the office-bearers of the Executive Committee from among the Executive Committee Members elected pursuant to Article 14.

5.5.12 Second Meeting of the Council

5.5.12.1 The second meeting of the Council shall be held no later than Week 3, Term2. At the second meeting, the budget for the period from 1 January to 31 July shall be presented to the Council for approval. The Council may also appoint standing committees or other Committees of the Association.

ARTICLE 6 – **THE EXECUTIVE COMMITTEE**

6.1 Composition

6.1.1 The Executive Committee shall consist of the following:

- a) President;
- b) Vice-President;
- c) Honorary General Secretary;
- d) Honorary Finance Secretary;
- e) Operations Secretary;
- f) Communications Secretary;

- g) Events Secretary;
- h) Academic and Welfare Secretary;
- i) Corporate Relations Secretary;
- j) International Students' Secretary; and
- k) Any other additional Members who are co-opted to assist the Executive Committee from time to time, provided that there shall not be more than 15 Executive Committee Members at any given time unless approved by the Council. In the event that there are insufficient elected Executive Committee members to fill the positions (a) to (h) above, the Executive Committee shall be at liberty to co-opt Members to fill such positions, provided that there shall not be more than 12 Executive Committee Members at any given time unless approved by the Council.

6.1.2 All except the Honorary Finance Secretary shall be eligible for reappointment.

6.1.3 The elected President of the Business Committee shall be appointed the Corporate Relations Secretary.

6.1.4 The elected President of International Connections shall be appointed the International Students' Secretary.

6.2 Functions

6.2.1 The Executive Committee shall be the official channel of communication between the Association on the one hand and the University authorities or any external body on the other.

6.2.2 The Executive Committee shall be responsible for carrying out such general policies and plans as the Council may approve.

6.2.3 The Executive Committee remains accountable to the Council and the Members of the Association. Members of the Executive Committee as a whole will be responsible to the Council for any deviation from the objects of the Association and Council decisions.

6.3 Powers

6.3.1 The Executive Committee shall have the power to:

- a) Appoint Committees for such purposes as the Executive Committee may determine provided that these are in accordance with the objects of the Associations;
- b) Co-opt Members of the Association to be present at its meetings and to participate in its deliberations subject to such maximum number approved by the Council. Such co-opted Members shall not have the right to vote at any Executive Committee meeting;
- c) Make rules regulating the proper management of such premises as may be assigned to the Association by the Office of Student Life, provided that such rules are in accordance with the conditions laid down by the Office of Student Life; and
- d) Approve applications for the use of such premises as are assigned to the Association by the Office of Student Life, provided such use is in accordance with the conditions stipulated by the Office of Student Life and with the objects of the Association; and at the instruction of the Council convene meetings of the Council or of the Association.

6.4 Term of Office

6.4.1 Members of the Executive Committee shall hold office on an annual basis, from 1 January to 31 December.

6.4.2 No Member of the Executive Committee shall hold more than one office in the Executive Committee.

6.5 Meetings of the Executive Committee

6.5.1 The Executive Committee shall meet at least once a month.

6.5.2 The Honorary General Secretary shall give at least three days' notice of such meetings unless he decides that the urgency of the agenda requires shorter notice, such decision being subject to ratification by the Executive Committee when it meets. In the event that such decision is not ratified by the Executive Committee by a two-third-majority vote, the meeting shall be declared void, and a subsequent meeting shall be convened for which the Honorary General Secretary shall give at least three days' notice.

6.5.3 Meetings of the Executive Committee shall be convened by the Honorary General Secretary at his discretion or at the request of any Member of the Executive Committee.

6.5.4 At least fifty percent of the Members of the Executive Committee shall constitute a quorum. Co-opted Members of the Executive Committee shall not be included in the count for the quorum.

6.5.5 Any Member of the Executive Committee, who absents himself from three successive meetings of the Executive Committee shall submit a written explanation to the Honorary General Secretary no later than the date of the third meeting, failing which he shall automatically cease to be a Member of the Executive Committee. The Executive Committee shall consider such explanation and decide by a two-third- majority vote whether or not the absent Member shall remain in the Executive Committee or be deemed to have resigned from the Executive Committee.

6.5.6 The President, or, in his absence, the Vice-President, shall preside at meetings of the Executive Committee. In the absence of both the President and the Vice-President, one of the Members present other than the Honorary General Secretary shall be elected to the Chair.

6.5.7 The Honorary General Secretary shall keep the minutes of all-Executive Committee meetings and shall submit them for adoption at the next meeting.

ARTICLE 7 – DUTIES AND POWERS OF OFFICERS OF THE EXECUTIVE COMMITTEE

7.1 President

7.1.1 The President shall also automatically be appointed Chairman of the Executive Committee.

7.1.2 The President, or any person officiating as Chairman, shall have a casting vote at meetings of the Executive Committee at which he presides.

7.1.3 The President shall have the right to call meetings of the Association and of the Council.

7.1.4 The President shall approve payments of the Association.

7.1.5 The President shall perform such other functions as are delegated to him by the Council.

7.2 Vice-President

7.2.1 All duties, powers and responsibilities of the President shall, in his absence, devolve upon the Vice-President.

7.2.2 The Vice-President shall perform such other functions as are delegated to him by the President and/or Council. The Vice-President shall be responsible for the development and welfare of Council members.

7.2.3 The Vice-President shall succeed the President for the remainder of the President's term of office in the event of the latter's position falling vacant.

7.2.4 The Vice-President shall automatically be appointed a Member of the Finance Committee.

7.3 Honorary General Secretary

7.3.1 The Honorary General Secretary shall:

- a) Take charge of the Association's records and manage the correspondence of the Association;
- b) Keep a register of all Members of the Association;
- c) Maintain the Policy Book in Article 15.2;

d) Be responsible for convening all meetings of the Executive Committee;

- e) Prepare and submit on behalf of the out-going Council the Annual Report of the Association at the Annual General Meeting;
- f) In the event of the Council going out of office before the completion of its term, prepare and submit on its behalf a report of the Association covering its period of office, to the Honorary General Secretary of the in- coming Council within four weeks; and
- g) Keep and file minutes of all General Meetings of the Association and meetings of the Council and Executive Committee and ensure that they are available upon request. These minutes shall be circulated to all Members of the Association within two weeks of each General Meeting.

7.4 Honorary Finance Secretary

7.4.1 The Honorary Finance Secretary shall:

- a) Automatically be appointed the Chairman of the Finance Committee;
- b) Present on behalf of the Finance Committee at the Annual General Meeting, the audited statement of income and expenditure and balance sheet for the previous year for the Association's information;
- c) Prepare and present on behalf of the Association the provisional budget for the two periods 1 January to 31 July and 1 August to 31 December of the ensuing year to the in-coming Council;
- d) Keep a record of the Association's accounts;

- e) Receive, on behalf of the Finance Committee, any funds that may be paid to the Association. Such funds shall be remitted to the University's Office of Finance for credit to the Association's account;
- f) Sign and submit all bills of the Association, which have been countersigned by the President, for payment by the University' s Office of Finance;
- g) Be responsible for posting up minutes of each Finance Committee meeting on the Association's notice boards within seven days of the meeting, and for circulating them to all Members of the Executive Committee within two weeks of the meeting; and
- h) Ensure that the Financial Procedures align to the rules and regulations set forth by the Office of Finance; and
- i) Perform such other functions as are delegated to him by the Executive Committee.

7.5 Events Secretary

7.5.1 The Events Secretary shall:

a) Coordinate events organized by the Association, Constituent

Bodies and Clubs;

b) Maintain and update the Association's Calendar of Events; and

c) Perform such other functions as are delegated to him by the Executive Committee.

17

7.6 Communications Secretary

7.6.1 The Communications Secretary shall:

a) Be the representative front of the Council regarding branding and public relations matters;

b) Publicize such activities of the Association as may be directed by the Executive Committee;

c) Disseminate such information as may be released by the Executive Committee and/or other Committees of the Association; and

d) Perform such other functions as are delegated to him by the Executive Committee.

7.7 Corporate Relations Secretary

7.7.1 The Corporate Relations Secretary shall:

- a) Be responsible for the sourcing and maintaining of sponsorships for the Association and Constituent Bodies, working closely with the various University Offices;
- b) Be responsible for liaising with external business entities, working closely with the various University Offices;
- c) Liaise with vendors to promote vitality in the University through various events;
- d) Support activities of the Association where required; and

- e) Perform such other functions as are delegated to him by the Executive Committee.

7.8 Academic and Welfare Secretary

7.8.1 The Academic and Welfare Secretary shall:

- a) Look after the general welfare and academic concerns of the Members within the University;

- b) Enforce guidelines for the organization of welfare projects for the Members;

- c) Work closely with the various University Offices to meet the objectives of the Student Welfare Committee;
- d) Support all activities of the Association where required; and

- g) Perform such other functions as are delegated to him by the Executive Committee.

7.9 Operations Secretary

7.9.1 The Operations Secretary shall:

- a) Automatically be appointed the Chairman of the Asset Management Committee;
- b) Keep an inventory of all properties belonging to the Association through the Asset Management Committee;
- c) Oversee the use of storage spaces and facilities belonging to the Association through the Asset Management Committee;
- d) Review and enforce regulation of guidelines pertaining to Assets
- e) Approve applications for the use of such premises as may be assigned to the Association; and
- f) Perform such other functions as are delegated to him by the Executive Committee.

7.10 International Students' Secretary

7.10.1 The International Students' Secretary shall:

- a) Be the representative and liaison of the Association to the international students community in SMU.
- b) Work closely with the various University Offices with regard to

international students' affairs; and

- c) Perform such other functions as are delegated to him by the Executive Committee.

20

ARTICLE 8 – THE INTERIM COUNCIL

8.1 Composition

8.1.1 If the Council, through resignation or other cause, falls below two-thirds of its normal total strength or where a vote of no confidence is passed on the Council by the Members of the Association in General Meeting, the whole Council shall resign from office.

8.1.2 The Council in office may also resign en masse but may do so only at an Extraordinary General Meeting of the Association convened for this purpose.

8.1.3 In the event of the whole Council resigning from office, a new Council shall be elected, within a period of not more than four weeks.

8.1.4 Pending the election of the new Council, there shall be an Interim Council consisting of at least ten but not more than 15 Members, including one representative from each Management Committee elected at an Extraordinary General Meeting of the Association, such meeting to be convened as early as possible by the out-going Honorary General Secretary.

8.2 Functions

8.2.1 The Interim Council shall assume all functions of the Council as provided for in Article 5.2 of this Constitution.

8.3 Powers

8.2.1 The Interim Council shall assume all powers as provided for in Article 5.3 of this Constitution.

21

8.4 Term of Office

8.4.1 The Interim Council shall cease to hold office immediately on the election of a new Council or at the end of four weeks from the date of election of the Interim Council whichever is the later.

ARTICLE 9 – **STANDING COMMITTEES**

9.1 Types

9.1.1 There shall be the following Standing Committees under the Executive Committee:

- a) The Assets Committee; and
- b) The Business Committee; and
- c) The International Connections Committee; and
- d) The Finance Committee.

9.1.2 The Executive Committee may appoint other Standing Committees as required to ensure the smooth running of the Association. The Executive Committee may co-opt and appoint Members to stand in such Standing Committees.

9.2 Finance Committee

9.2.1 Composition

22

9.2.1.1 The Finance Committee shall consist of:

- a) The Honorary Finance Secretary who shall automatically be appointed the Chairman of the Committee;
- b) The Vice-President who shall automatically be appointed a Member;
- c) The other Members (who shall not be Executive Committee members) shall be the Finance Secretaries of each Constituent Body;
- d) The Deputy Finance Secretary of the Executive Committee but only with a unanimous vote from the Finance Committee. He will have no voting rights; and
- e) The Finance Secretary of SMU International Connections. He will not have voting rights.

9.2.1.1 The Finance Committee shall consist of:

- a) Prepare the budget for the periods from 1 January to 31 July and from 1 August to 31 December of the ensuing year for presentation to the in-coming Council;

23

- b) Be responsible for the consolidation of all finance matters, ensuring their accuracy;
- c) Provide statements of accounts or any other financial information for audit purposes when requested; and
- d) Perform such other functions as may be directed by the Executive Committee.

9.3 Asset Management Committee

9.3.1 Composition

9.3.1.1 The Asset Management Committee shall consist of the following:

- a) The Operations Secretary who shall automatically be appointed the Chairman of the Committee;
- b) The logistics managers of each Constituent Body;
- c) Such other Members as approved by the Executive Committee; and

- d) Except for the Chairman, the other Committee Members shall not be Executive Committee members.

25

9.3.2 Duties

9.3.2.1 The Asset Management Committee shall:

- a) Ensure accountability for Constituent Body-owned and Club owned assets through bi-annual auditing;

- b) Serve as a liaison between all Constituent Bodies and Clubs and the Office of Student Life in matters pertaining to logistics;
- c) Facilitate and guide representatives of the Constituent Bodies to oversee the temporary loaning of assets owned by their respective Management Committees;
- d) Provide logistical support to University events, where applicable; and
- e) Perform such other functions as may be directed by the Executive Committee.

9.4 Business Committee

9.4.1 Composition

9.4.1.1 The Business Committee shall consist of the following:

- a) The elected President of the Business Committee who shall automatically be appointed the Corporate Relations Secretary.
- b) Vice Chairman;
- c) Secretary;
- d) Managers as deemed fit by the Business Committee;
- e) All other Members of the various sub-committees; and
- f) Except for the Chairman, the other Committee Members shall not

be Executive Committee Members.

9.4.2 Duties

9.4.2.1 The Business Committee shall:

- a) Be the financial arm of the Association;
- b) Work closely with the Association to generate profits for itself and for the Clubs under the Association through sponsorships, donations, and organizing of events and activities; and
- c) Provide a realistic and practical business environment for its Members and student population, through its operations and activities.

9.5 International Connections

9.5.1 Composition

9.5.1.1. International Connections shall consist of the following:

- a) Elected President who shall automatically be appointed International Students' Secretary; and
- b) Positions as deemed fit by the International Connections Executive Committee.

9.5.2 Duties

9.5.2.1 International Connections shall:

- a) Be the organizing body of all events catering primarily or exclusively to International students; and

- b) Be responsible for looking after the welfare of both full-time and exchange international students of the Association.

- c) Except for the President of the International Connections, the other committee members may not be Executive Committee members

ARTICLE 10 – **FINANCES**

10.1 Financial Year and Budget Period

10.1.1 The Association's financial year shall be from 1 January to 31 December.

10.1.2 All accounts shall be closed by 31 December. Thereafter, all expenditures made after that shall be included in the accounts of the following financial year.

10.1.3 All accounts shall be submitted to the Finance Committee.

10.1.4 Statement of consolidated accounts shall be prepared by Term 2 Week 3.

10.1.5 Auditing of accounts shall commence in Term 1 Week 1.

10.1.6 Financial statements shall be reported to the Members at the Annual General Meeting.

10.1.7 Budget periods shall be from 1 January to 31 July and 1 August to 31 December.

10.2 Income

10.2.1 All fees for student activities shall be paid by the Members to the Office of Finance.

10.2.2 Any income received by the Association shall be paid by the Honorary Finance Secretary to the Office of Finance for credit to the appropriate account.

10.2.3 All bills of expenditure of the Association and any of its Committees and Clubs, properly incurred in accordance with the approved budget, shall be submitted to the Honorary Finance Secretary who will endorse and forward all such bills, countersigned by the President, to the Office of Finance for payment.

10.2.4 Any application for grants and funding shall be subject to endorsement by the Council and shall be submitted by the Honorary Finance Secretary to the Office of Student Life for approval.

10.2.5 All Committees must before making any collections on behalf of the Association, obtain the sanction of the Executive Committee and approval from the University for such collection. The Honorary Finance Secretary shall pay all funds collected to the Office of Finance for credit to the appropriate account.

10.2.6 The Association and its committees shall not operate any bank account without the prior consent of the Office of Student Life and/or Office of Finance.

10.2.7 The Office of Student Life shall appoint auditors to audit the Association's annual accounts.

10.2.8 The auditors' fees for the audit of the Association's annual accounts shall be met from the Association's funds.

ARTICLE 11 – GENERAL MEETINGS

11.1 The Association shall hold a General Meeting every academic year as its Annual General Meeting. All other General Meetings shall be called Extraordinary General Meetings.

11.2 The Annual General Meeting shall be held before the Investiture.

11.3 The Annual General Meeting shall be held by the end of Term 2, Week 5 of each academic year.

11.4 The agenda for each Annual General Meeting shall consist of the following:

- a) The Presidential address;
- b) The Annual Report;
- c) The audited statement of income and expenditure and balance sheet for the previous academic year;
- d) The budget approved by the Council the periods 1 January to 31 July and 1 August to 31 December of the ensuing year;
and
- e) Any other matter of which notice in writing has been given to the Honorary General Secretary at least 4 days before the Annual General Meeting

11.5 Notice of the Annual General Meeting with a provisional agenda shall be provided to the Members by such means approved by the President

not less than seven days before the date of the Annual General Meeting.

30

11.6 Any business for inclusion in the final agenda shall be handed in, in writing by any two Members, to the Honorary General Secretary, not less than 4 days before the time of the Annual General Meeting.

11.7 Extraordinary General Meetings of the Association shall be convened by the Honorary General Secretary either:

- a) On the instruction of the Council; or
- b) On the instruction of the Executive Committee; or
- c) On written application to the Honorary General Secretary by at least 45 Members of the Association together with a written statement of the object for which the meeting is desired. Such a meeting shall be held within 14 days of the receipt of the application; or
- d) On the instruction of the President.

11.7 Notice of an Extraordinary General Meeting shall be provided to the Members by such means approved by the President not less than five days before the date of the Meeting.

11.9 Only the matters for which an Extraordinary General Meeting is called shall be on the agenda.

11.10 No Extraordinary General Meetings shall be convened during vacations.

11.11 Quorum

11.11.1 Five percent or two hundred Members of the Association, whichever is the lower, shall form a quorum for an Ordinary General Meeting and Extraordinary General Meeting.

11.11.2 If within half an hour from the time appointed for a General Meeting a quorum is not present, the General Meeting shall be adjourned to a day not less than three days and not more than one week from the date of the original General Meeting.

11.11.3 No amendments shall be made to the agenda of the original General Meeting during the period of adjournment.

11.11.4 At the adjourned meeting no quorum of Members shall be required provided that an adjourned meeting without the necessary quorum shall not have the power to amend this Constitution.

11.12 The President shall take the Chair at all General Meetings of the Association unless the Members of the Association present at the meeting elect another Member to the chair. In the absence of the President, one of the following persons shall be elected to the Chair in descending order of priority:

- a) Vice-President of the Executive Committee;
- b) any other Member of the Executive Committee; or
- c) any other Member of the Council.

11.13 Voting

11.13.1 No Member shall vote by proxy.

11.13.2 Voting at all General Meetings shall normally be by show of hands. Voting other than by show of hands may be taken for any item provided that the unanimous consent of the Members present be obtained.

32

11.13.3 Motions at General Meetings shall be carried by a 2/3rd majority vote.

11.14 A vote of censure or no confidence on the Council or on any Member of the Council may be taken only at an Annual General Meeting or at any Extraordinary General Meeting, provided it has been included in the agenda for that meeting.

11.15 All decisions made at General Meetings shall be binding on the Association.

ARTICLE 12 – AMENDMENTS TO THE CONSTITUTION

12.1 The University Student Life Committee may propose amendments to the Constitution, including the revocation of parts or whole of the Constitution and such amendments, immediately communicated to the Honorary General Secretary for adoption by the Association.

12.2 The Association or the Executive Committee may propose, for the consideration of the University Student Life Committee, amendments to the Constitution, including the revocation of parts or the whole of the Constitution, provided at least two-thirds of the Members present at a General Meeting have voted in favour of such amendments.

12.3 An amendment to the Constitution or any revocation of parts or the whole thereof, shall take effect immediately after it has been approved by the University

Student Life Committee or on such date as may be prescribed by the University Student Life Committee.

33

ARTICLE 13 – **DISCIPLINE**

13.1 Disciplinary Action

13.1.1 All Members shall be bound by the existing Constitution and by such Standing Orders as may be in force with the approval of the Office of Student Life.

13.1.2 Disciplinary action of one or more of the following forms may be taken against any Member who acts in any manner detrimental to the Association or in contravention of this Constitution or the Association's Guidelines or any Standing Order:

- a) Suspension from any or all of the privileges of Association membership for a period not exceeding one year; and/or
- b) An apology to be tendered by the offender.

13.1.3 Any disciplinary action shall be taken by the Council.

13.1.4 Any disciplinary action shall be taken only when two-thirds of the Members of the Council present have voted in favour of the same, after the deliberations of the Disciplinary Commission.

13.2 Disciplinary Commission

13.2.1 Composition

a) The Commission shall consist of one Member from each School.

b) The Members of the Disciplinary Commission shall elect a Chairman and a Secretary from among themselves.

34

13.2.2 Appointment

13.2.2.1 Members of the Disciplinary Commission shall be appointed by the Council.

13.2.3 Duties

13.2.3.1 The Disciplinary Commission shall:

a) Investigate, review and judge all cases of student discipline referred to it by the President; and

b) Give a report on all cases when requested by the Council.

13.2.4 Powers

13.2.4.1 The Disciplinary Commission shall have powers to:

a) Judge and recommend disciplinary action when necessary on all cases of student discipline referred to it by the President;

b) Appoint special Committees when necessary to assist in the investigation of cases;

c) Call any Member of the Association to give evidence on a case, provided not less than seven days' notice has been given; and

d) Investigate, review and judge any case in camera if it so desires and to submit a report on all such cases to the President and to the Council when requested by the Council. In all such hearings, all parties affected shall have the right to be present and be heard at every session of the Commission.

35

13.2.5 University Authorities

a) The Association shall report any disciplinary action commenced against a Member to the Office of Student Life.

b) The decision of the Disciplinary Commission shall not preclude any disciplinary action by the University under existing rules, regulations and policies.

ARTICLE 14 – ELECTIONS

14.1 The election of the Executive Committee Members and of the Management Committee Members of the Constituent Bodies in an academic year shall be conducted in accordance with provisions prescribed in this Article.

14.2 Composition of Elections Committee

14.2.1 The out-going Council shall interview and appoint the Elections

Committee to administer the elections for the new Executive Committee. The various out-going Management Committees shall each appoint an Elections Committee to administer the elections for the respective new Management Committees. Each Elections Committee shall consist of the following:

- a) A Returning Officer who shall be the Chairman of the Committee; and
- b) A minimum of two Elections Officers who shall assist the Returning Officer.

36

14.2.2 Recruitment for the Elections Committee will be open to all Members of the Association except for the outgoing Council members.

14.3 Duties and Powers of Elections Committee

14.3.1 The Returning Officer of the Elections Committee shall announce all details with regards to the nomination of candidates, including without limitation the commencement and closing dates for nominations and instructions relating to the proper submission of nomination papers.

14.3.2 The Returning Officer may reject any nomination paper that does not comply with the provisions of this Article and shall serve upon such person a Notice of Rejection one day after the close of the nominations. Such notice shall be deemed to have been served when a formal email is sent to such person.

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

14.3.4 A Member of an Elections Committee shall not

himself: a) Propose or second any candidate;

b) Campaign for any candidate;

c) Vote for any candidate; and

d) Stand for election for the Executive Committee (if he is a Member of the Elections Committee for the Executive Committee) or the relevant Management Committee (if he is a Member of an Elections Committee for that Management Committee), as the case may be.

37

14.3.5 All members of the Elections Committee must declare as to whether he knows any of the candidates and in what capacity.

14.3.6 The Returning Officer may allow, if in his opinion just and equitable to do so, any of the candidates to withdraw from the post they are contesting in the Elections after nominations close.

14.3.7 The Returning Officer and the Elections Committee are empowered to exercise their discretion as and when it is necessary, as long as it is not against the object of the constitution.

14.3.8 The Elections Committee shall:

a) Ensure the integrity and transparency of the voting process;

b) Be responsible for the secrecy of the voting information; and

c) Have the responsibility of designing and printing the nomination papers, ballot papers and all necessary documents.

14.4 Nomination of Elections Candidate

14.4.1 Only Members shall be eligible to hold office in the Executive Committee and the Management Committees of the Constituent Bodies, subject to Article 5.

14.4.2 Only Members of the association, who will be in Singapore and remain a fully matriculated undergraduate for at least one academic year, shall be eligible to hold office in the executive Committee.

14.4.3 No member of the Executive Committee shall hold a financial role in any club and society.

14.4.4 All candidates must not be currently under criminal or school investigations, suspensions, lawsuits, charges and the like.

38

14.4.5 All candidates standing for election shall be duly proposed and seconded by Members. The proposer may be the candidate himself.

14.4.6 The proposer or seconder can only nominate one candidate.

14.4.7 Each nomination form shall be signed by the proposer and seconder and shall contain the written consent of the candidate for election either as a Member of the Executive Committee or a Management Committee Member of a Constituent Body.

14.4.8 The proposer and the seconder for each candidate must be present simultaneously with their matriculation cards to submit the nomination.

14.5 Campaign

14.5.1 Each candidate must stand for election as an individual and must

not associate himself with any other candidate standing for the same elections.

14.5.2 Banners and posters are only allowed at specific locations as determined by the Elections Committee.

14.5.3 Any poster or banner without the approval of the Elections Committee or Returning Officer or which bears defamatory remarks towards other candidates will be removed. The approval stamp shall be the SMUSA stamp.

14.5.4 Any candidate who passes defamatory remarks towards other candidates shall be disqualified.

14.5.5 Aggressive campaigning deemed intrusive to students, staff and faculty is strictly prohibited. This includes touting, defacement of public/school property and the indiscriminate placement of posters without prior permission.

39

14.6 Conduct of Voting

14.6.1 All elections shall be conducted by secret ballot or by electronic voting platform.

14.6.2 Balloting shall take place not earlier than seven days and not later than ten days after nominations close. The time, date and place for such ballot shall be announced on the Association's notice boards by the Returning Officer.

14.6.3 Each Member shall have one vote for each seat. Candidates can vote for themselves.

14.6.4 The place and time for the counting of votes shall be made known to the Members. Only the persons authorized by the Elections Committee shall be allowed in the counting room.

14.6.5 The Returning Officer shall officially announce to the Honorary General Secretary the results of the elections immediately after the votes have been counted.

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

14.6.7 The top 8 of the candidates who also garner votes equivalent to at least 5% of votes cast, or at least 5% of the total number of Members,

whichever is higher, will form the executive committee. Otherwise, the top 4 candidates will make up the top 4 positions of the executive committee.

40

14.7 Elections for Executive Committee

14.7.1 All elections for the Executive Committee shall be completed no later than the end of Week 9, Term 1.

14.7.2 Executive Committee elections shall only commence if there are at least 5 candidates standing for elections, failing which the nomination period shall be extended indefinitely until the requisite 5 candidates are in place.

14.7.3 If there is a tie in an election between two or more candidates for a single position, a second election between the tied candidates shall be held after a 10-minute recess from the announcement of the tie. The tied

candidates shall be allowed be given 5 minutes to speak, and voting in the second election shall be held immediately. There should be no discussion between the voters during the 10 minutes recess.

14.8 Elections for Management Committee

14.8.1 All elections for the Management Committees of Constituent Bodies shall be completed no later than the Friday of Week 7, Term 1.

14.8.2 Management Committee elections shall only commence if there are sufficient candidates to fill at least two-thirds of the number of open positions in the relevant Management Committee, failing which the nomination period shall be extended indefinitely until the requisite numbers of candidates are in place.

14.8.3 In the case where the number of null votes constitute more than half the number of votes cast for a position, the election of that position will return

to the nomination process, and begin again.

41

14.9 Appeals

14.9.1 Any candidate or member of the association aggrieved by the elections process may appeal to the Appeals Committee which shall comprise the Director of Student Life or his nominee and two other Members appointed by the out-going Executive Committee (if the aggrieved candidate stood for elections in the Executive Committee) or Management Committee of relevant Constituent Body (if the aggrieved candidate stood for elections in the Constituent Body).

14.9.2 Any appeal must be made no later than three days after the event or

circumstance giving rise the appeal.

14.9.3 The decision of the Appeals Committee shall be final.

14.10 Elections of International Students' Secretary and Corporate Relations Secretary to the Executive Committee

14.10.1 The International Students' Secretary of the Executive Committee shall be elected in accordance with the elections conducted by the International Connections Committee.

a) All members with Voting Rights shall be entitled to have one (1) vote per seat or one (1) vote per candidate, whichever is lesser during the election of the office-bearers.

b) 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.

42

c) The candidate who is elected as President of the International Connections Committee shall automatically be accorded voting rights at the Council level in his capacity as the International Students' Secretary.

14.10.2 The Corporate Relations Secretary of the Executive Committee shall be elected in accordance with the elections conducted by the Business Committee.

15.1 A member of the Council shall cease to be a member if before the expiry of his term of office:

- a) He resigns from the Council with approval via special resolution (2/3 majority votes) of the Council members;
- b) A vote of no confidence (two third majority votes of those present at and with the right to vote) is passed on him at a General Meeting; or c) He is absent from three meetings without valid reasons. Validity of reasons for absence shall be determined via a simple majority vote.
- c) He is absent for three successive meetings without valid reasons. Validity of reasons may be determined by a 2/3rd majority vote.
- d) He ceases to be the President of such constituent body.

ARTICLE 16 – **GENERAL**

16.1 Association's Notice Boards

16.1.1 The Honorary General Secretary shall be in charge of the Association's notice boards.

16.1.2 All official notices posted on the Association's notice boards shall bear the stamp of the Association and signature of an office-bearer of the relevant body posting the notice.

43

16.2 Policy Book

16.2.1 The Policy Book shall be kept by the Honorary General Secretary in triplicate. The President and the Office of Student Life shall each have a copy of the Policy Book.

16.3 Vacancies

16.3.1 A vacancy on any Committee arising from any cause shall be filled in the manner appropriate to the vacancy.

16.3.2 Where a vacancy arises on the Council due to any reason whatsoever, the Council may at its discretion re-allocate the relevant duties and responsibilities of the vacated position to other Council Members, or co-opt a Member to assume such duties and responsibilities.

16.4 Interpretation of the Constitution

16.4.1 In the event of any inconsistency between this Constitution and any other prevailing constitution in the Policy Book, this Constitution shall prevail.

16.4.2 Any controversy over the interpretation of the Constitution arising at a General Meeting or at a meeting of the Council shall be resolved by a 2/3rd majority vote.

16.5 Office

16.5.1 The names of the elected Members of the Council and the Members of all Standing Committees shall be submitted to the Office of Student Life within one week of their election.

16.6 Statement to the Press

16.6.1 The President or the Communications Secretary with the prior approval of the Executive Committee shall make all statements to the press on matters within the purview of the Association, subject to the prior approval of the Dean of Students.

ARTICLE 17 – **STANDING ORDERS**

17.1 Subject to the approval of the University Student Life Committee, the Council may draw up standing orders to regulate the procedures and administration matters for all meetings of the Association, Council, Executive Committee and Committees. Standing Orders are to be followed unless the Standing Order goes against the object of the Constitution.