



CONSTITUTION OF

SMUXploration Management Committee

alias

SMUX

Amended by the 24th and 25th SMUX Management Committee

Last updated on 20th January 2026



Version Control

**The content in the document was formalized and edited by previous SMUX Management Committees. After a constitution change, the 23rd and 24th Management Committee edited the constitution to what it is now. The 20th Management Committee formalized it into this present document.*

Hence, version control starts from 20.

Version	Date	Author	Rationale	Changes Made
20.1	16/12/2021	Hajarah Parveen & Tay Yu Jie (20 th SMUX HGS & VP)	Formally documenting every content into place	-
20.2	16/12/2021	Hajarah Parveen & Tay Yu Jie (20 th SMUX HGS & VP)		Added and edited all pages
20.3	19/12/2021	Hajarah Parveen (SMUX HGS)	Final edits before passing down to 2 nd Council	-
20.4	18/01/2024	Loh Wan Jun & Danial Isyraf Bin Mohamad Zuraimi (23 rd SMUX HGS & P)		<u>Added</u> Article 7.10 “The voting process for constitutional amendments shall be conducted through one of the following methods: a secret ballot, electronic voting, or a show of hands.”
20.5	10/01/2025	Loh Wan Jun & Danial Isyraf Bin Mohamad Zuraimi (23 rd SMUX HGS & P) Nadra Afiqah Binti Zuremi & Wong An Wen (24 th SMUX HGS & P)	Not revised since the introduction of the Clubs’ Constitution. This will be done in collaboration with the current batch, as they will be directly impacted by the changes.	<u>Edited</u> Article 1.2 “Team” to “Club” <u>Edited</u> Article 1.2 “of the Club” to “within the Society” <u>Edited</u> Article 4.1.2 “Team” to “Club” <u>Edited</u> Article 4.1.2 “team’s” to “Club’s” <u>Added</u> Article 4.1.2 “One shall be recognized as a club member upon participating in any three activities organized by the same SMUX Club within a calendar year (January to December).” <u>Repealed</u> Article 4.1.4 “Alumni Membership Ordinary membership shall be converted to Alumni membership upon graduation. Alumni of SMU who do not hold the Ordinary Membership prior to graduation can apply for the Alumni membership, subject to the current Management Committee’s approval and upon payment of membership fees as determined by the current Management Committee” <u>Added</u> Article 4.2.1 (a) “,enjoy access to exclusive events” <u>Edited</u> Article 4.2.2 (a) “Team” to “Club” <u>Edited</u> Article 4.2.2 (b) “Team” to “Club” <u>Edited</u> Article 4.2.2 (b) “team’s” to “Club’s”

Repealed Article 4.2.4 “Alumni Membership
a. Alumni members will be entitled to members’ rates for SMUX activities, as well as privileges offered at our membership partners during the period of their membership. All rates and privileges are subjected to terms and conditions determined by the Management Committee and our partners.
b. Alumni members will be eligible to nominate and vote for candidates in the General Elections.
c. Further alumni membership rights may be set out in an Order.”

Edited Article 8.1 (v) “An Operations Secretary” to “An Operations Director”

Edited Article 8.5 “Admin Manager” to “Director”

Added Article 8.13 “The incoming Management Committee can vote for Internal Elections alongside the representatives of each Club. This has been mandated by the Office of Student Life for all CBds under OSL.”

Added Article 8.14 “The Internal Elections for the incoming Management Committee will proceed in the following order:

1. President
2. Honorary General Secretary
3. Honorary Finance Secretary
4. Remaining positions

This has been mandated by the Office of Student Life for all CBds under OSL.”

Repealed “ANNEX E: Alpine Sports Team Standing Order ANNEX F: Alpine Sports Team SSOP”

Edited “ANNEX G:” to “ANNEX E:”

Edited “ANNEX H:” to “ANNEX F:”

Edited “ANNEX I:” to “ANNEX G:”

Edited “ANNEX J:” to “ANNEX H:”

Edited “ANNEX K:” to “ANNEX I:”

Edited “ANNEX L:” to “ANNEX J:”

Edited “ANNEX M:” to “ANNEX K:”

Edited “ANNEX N:” to “ANNEX L:”

Edited “ANNEX O:” to “ANNEX M:”

Edited “ANNEX P:” to “ANNEX N:”

Edited “ANNEX Q:” to “ANNEX O:”

Edited “ANNEX R:” to “ANNEX P:”

Article 1 Name and Place of Business

1.1 This Society shall be known as “SMUXploration Crew”, hereinafter referred to as “SMUX”.

1.2 The place of business of the Club shall be c/o Singapore Management University, at Office of Student Life, 70 Stamford Road #B1-36 Li Ka Shing Library Building, Singapore 178901.

Article 2 Definition

2.1 “University” and “SMU” means the Singapore Management University;

- (a) “Office” means the Office of Student Life (OSL);
- (b) “Council” means the SMU Students’ Association Council;
- (c) “Association” means the Singapore Management University Students’ Association (SMUSA);
- (d) “Management Committee” means the Management Committee of SMUX.
- (e) “SMUX Club” refers to a student group registered with the Singapore Management University Students’ Association as an outdoors and adventure club.
- (f) “Club Member” refers to a Club Member who has paid the membership fee set by the Executive Committee of a SMUX Club and approved by OSL;
- (g) “SMUX Member” refers to a Club Member who has paid the membership fee set by the Executive Committee of any SMUX Club and approved by OSL;
- (h) “Executive Committee” means the Executive Committee of the SMUX Club;
- (i) Words or expressions contained in this Constitution must be interpreted in accordance with the Constitution of the SMUXploration Crew, and of the Constitution of the Singapore Management University Students’ Association in force as at the date at which this Constitution was updated;
- (j) Expressions referring to writing include, unless the contrary intention appears, references to printing, lithography, photography and other modes of representing or reproducing words in a visible form; and

- (k) Words importing the masculine gender only shall include the feminine gender.

Article 3 Objects

3.1 Its objects are:

- (a) To promote the love for the outdoor and adventure through experiential learning of outdoor and adventure activities amongst the University community;
- (b) To manage and govern the SMUX Clubs, contributing to a vibrant outdoor and adventure culture, always safeguarding the interests and well-being of SMUX members, and the reputation of the club and University.
- (c) To develop outdoor and adventure leaders among the University.
- (d) To maximise exposure to the outdoors and adventure for the University by providing affordable rates for these activities.
- (e) To be a representative body of outdoor and adventure enthusiasts in the University.

3.2 In furtherance of the above objects, SMUX may:

- (a) Organise weekly events;
- (b) Enter sponsorship deals with external organisations;
- (c) Collect money from its members; and
- (d) Do any act which the current Management Committee reasonably believes is in the best interest of the society.

Article 4 Membership

4.1 Membership of SMUX shall be matriculated students of the University and shall be confined to members of clubs and student groups registered with SMUSA as a SMUX Club. **Students (including post-graduate and exchange students) who are members of any SMUX Club shall automatically become a SMUX member. A student can become a member of a SMUX Club by purchasing the SMUX Club membership fee for that club.**

4.2 SMUX Members shall:

- (a) Be given priority access in any SMUX event;
 - (b) Have the right to speak at the SMUX Annual General Meeting and General Elections of any SMUX Club as well as the SMUX Management Committee;
 - (c) Have the right to vote at the SMUX Annual General Meeting and General Elections of any SMUX Club as well as the SMUX Management Committee (Only undergraduate SMUX Members will be given voting rights);
 - (d) Have the right to run for candidacy and/or nominate candidates at SMUX Clubs' or SMUX Management Committee General Elections. Only undergraduate students (both SMUX members and non-SMUX members will be eligible to run for candidacy.)
 - (e) Be entitled to members' rates for SMUX activities, enjoy access to exclusive events, welfare drives, as well as privileges offered at our membership partners during the period of their membership. All membership fees, rates and privileges will be subjected to terms and conditions determined by the Executive Committee of the SMUX Clubs with approval from the SMUX Management Committee and OSL.
- 4.3 Members shall abide by the Constitution and not act in any way inconsistent with its objects as in Article 3.
- 4.4 The rights and benefits of the SMUX Club and SMUX Membership will be effective for a period from the date of purchase until the date of the Annual General Meeting (AGM) of the following year, for the purpose of being eligible to vote at the AGM.
- 4.5 Non-SMUX members who have successfully been elected in any of the SMUX Club's Executive Committee or the SMUX Management Committee shall be recognised as Club members of their respective clubs as well as SMUX members. This membership period will be from their start of their term until the conclusion of General Elections in the following year after their end of term. This membership shall be rescinded shall he resign or is removed from the Executive Committee/Management Committee before their end of term.
- 4.6 Entrance Fees, subscription fees and other dues may be determined from time to time by the Executive Committee of the SMUX Club after consulting with and endorsed by OSL, and duly published on any of the information channels, is payable within two weeks of approval of membership, in default of which membership may be cancelled by order of the Executive Committee.

- 4.7 Unless as otherwise stated in this Constitution, all matters pertaining to membership, shall be in accordance with the provisions set out in this Article and the Membership Guidelines.
- 4.8 A person wishing to join a SMUX Club should submit his particulars to the Honorary General Secretary of the SMUX club on a prescribed form. The Management Committee and Executive Committee of the SMUX Club reserves the right to reject any application. The Honorary General Secretary of the SMUX Club will decide on the application for membership.
- 4.9 A copy of the Constitution shall be furnished to every approved member upon request.
- 4.10 The income and property of SMUX whensoever derived shall be applied towards the promotion of the objects of SMUX as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of SMUX or to any of them or to any person claiming through any of them.
- 4.11 Rights of Members can be amended upon the Management Committee's approval. In the event that amendments are made, all affected members will be informed within a month of the change via an appropriate channel.

Article 5 General Management of the SMUX Club

- 5.1 The general management of the SMUX Club shall be vested in the Executive Committee of the SMUX Club.
- 5.2 The Executive Committee shall make decisions, keeping the Office informed or with the Office's advice/consultation.
- 5.3 The Honorary Finance Secretary of the SMUX Club, or such officer as the Honorary Finance Secretary may designate, will attend SMUX's budgeting session.
- 5.4 The SMUX Club shall respond, through any Executive Committee member, to any communication from SMUX via electronic or any other means, where it is formally stated that the SMUX Club's response is necessary.
- 5.5 SMUX Club statuses shall be subject to the evaluation of its growth and progress by OSL and the SMUX Management Committee on a yearly basis.

Article 6 General Management of the Management Committee

6.1 Role of the Management Committee

6.1.1 The administration of SMUX shall be vested in the Management Committee, subject to the University authorities.

6.1.2 The Management Committee shall:

- (a) Manage the affairs of SMUX which includes the SMUX Clubs;
- (b) Be responsible for the formulation of policies and organisation of events, which are consistent with the objectives of SMUX;
- (c) Have charge of the properties of SMUX;
- (d) Be responsible for the proper expenditure of the SMUX's finance in accordance with the approved budget;
- (e) Publish an annual report on the SMUX's activities, which shall also include the annual accounts of the SMUX; and
- (f) Liaise or transact business with external organisation(s) on behalf of SMUX where appropriate, in consultation with OSL.

6.1.3 The Management Committee shall not act contrary to the objects of SMUX as stated in Article 3.

6.1.4 The Management Committee shall not act contrary to the expressed wishes of a General Meeting without prior reference to it and shall remain subordinate to the General Meeting.

6.2 Term of Office

6.2.1 The Management Committee shall hold office from 1st January to 31st December of the calendar year, following the year of their election. All regular duties pertaining to the management of SMUX shall be handed over to the succeeding Management Committee by the 1st of January of the following year, with the exception of events, projects or duties which are still under the purview of the preceding Management Committee. These duties shall be officially discharged upon their resolution.

6.2.2 All office bearers, with the exception of the Honorary Finance Secretary, may be re-elected to the same or a related position for a consecutive term of office.

6.2.3 An office bearer of the SMUX Management Committee shall not concurrently serve as an office bearer of another Student Constituent Body (CBd) nor any SMUX Club during their term of office.

6.2.4 The President and Honorary Finance Secretary of the SMUX Management Committee and the SMUX Clubs shall not hold more than one role during their term of office, nor hold a position of President or Honorary Finance Secretary in another Club or Student Constituent Body during their term of office.

6.3 Composition of the Management Committee

6.3.1 The Management Committee shall consist of at least the following members:

- (a) President;
- (b) Honorary General Secretary;
- (c) Honorary Finance Secretary;

The core team of the Management Committee shall also consist of the following members:

- (a) Vice-President
- (b) Operations Director
- (c) Logistics Director
- (d) Events Director
- (e) Corporate Communications Director

Or any permutation of roles and function thereof.

6.3.2 Other members of the Management Committee will be listed in Duties and Powers of Office Bearers Guidelines.

6.4 Powers of the Management Committee

6.4.1 The Management Committee shall have the power:

- (a) To consider the provisional annual budget prepared by the Honorary Finance Secretary for the two (2) financial terms; 1st January to 31st July inclusive, and 1st August to 31st December inclusive;
- (b) To authorise the expenditure of a sum of money, as deemed fit;
- (c) To appoint standing and/or special committees for the proper administration of SMUX and to exercise control over such committees;
- (d) To delegate to such committees, powers as it considers necessary. Such standing and/or special committees include, but not limited to sub-committees, ad-hoc committees, special project committees, and orientation committees;
- (e) To accept the resignation of any Office Bearer and the vacancy may be filled from among the members by one of the following methods: Appointment, Co-option, Re-election;
- (f) To take appropriate actions against members (see Article 11) who violate the Constitution of SMUX;
- (g) To authorise publications or release official statements on behalf of SMUX;
 - 1. No official statement may be made except by the President or Vice-President or Honorary General Secretary and only with the approval of two-thirds of the Management Committee; and
 - 2. All publications and official statements shall be in the name of SMUX.
- (h) To give a decision upon any matter consistent with the objects of SMUX but not provided for in the Constitution with two-thirds majority of the Management Committee;
- (i) To co-opt up to five (5) members into the core team of the Management Committee, with a maximum of twenty (20) members in the working Management Committee (inclusive of deputies). The elected core team shall retain final authority in management whereas the working team shall support in execution, but such co-opted members will not have the right to elect other potential candidates who are to be co-opted into the remaining vacant positions.

1. In the event of any vacancies in the incoming Management Committee, the incoming Management Committee shall decide if there is a need to fill these vacancies within two (2) weeks of the Internal Elections or before the next Annual General Meeting (AGM), whichever is earlier;
 2. Nominations for the vacant positions shall be made by the incoming Management Committee; and
 3. In circumstances where more than the prescribed guideline is required, an Extraordinary General Meeting (EOGM) will be called to vote for an acceptance.
- (j) To authorise the SMUX Clubs to co-opt up to **seven (7)** members into the core team of the Club's Executive Committee, with a maximum of **ten (10)** members in the Executive Committee. **The elected core team shall retain final authority in management whereas the working team shall support in execution, but such co-opted members will not have the right to elect other potential candidates who are to be co-opted into the remaining vacant positions.**

6.5 Meetings of the Management Committee

- 6.5.1 Meetings of the Management Committee can either be Ordinary meetings or Extraordinary meetings.
- 6.5.2 An Ordinary meeting shall be held at least once a term and from time to time at its discretion.
- (a) The Honorary General Secretary, in consultation with the President may call for a Management Committee meeting by giving five days' notice;
 - (b) The first meeting of the incoming Management Committee shall be convened by the Honorary General Secretary of the incoming Management Committee, no later than the start of the term of office;
 - (c) The quorum for a Management Committee meeting shall be two-thirds of the number of members in the Management Committee; and
 - (d) All members of the Management Committee are to have at least 75% attendance for all Management Committee meetings, failing which defaulting Management

Committee members may be removed from their respective Management Committee positions as defined in Article 11.

- 6.5.3 The President will be the chairperson of all the meetings of the Management Committee.
- 6.5.4 In the absence of the President at any meeting, the Vice-President or the Honorary General Secretary of the Management Committee will be the chairperson of the meeting.
- 6.5.5 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 chairperson of the meetings of the Management Committee shall be entitled to a casting vote in addition to any other vote he/she may have. In circumstances where the Vice-President is co-opted, the Honorary General Secretary shall hold the casting vote.
- 6.5.6 Any Office Bearer who absents himself/herself from two successive meetings of the Management Committee without submitting a written explanation to the Honorary General 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 or not the absent member shall remain in the Management Committee.
- 6.5.7 The Management Committee, upon agreement by a simple majority of the remaining members, may co-opt a replacement to serve until the end of the term of office.
- 6.5.8 All Office Bearers, standing and/or special committee members are to attend events organised by the Management Committee as and when deemed necessary.
- 6.5.9 A valid reason in writing must be submitted by the Office Bearer to the Management Committee should the member fail to attend such events.
- 6.5.10 An Office Bearer who repeatedly fails to attend such an event may be issued with warning letters. Should the Office Bearer disregard the warning letter, the Management Committee reserves the right to remove the Office Bearer from his/her office.

Article 7 Duties and Power of Office Bearers

7.1 President

7.1.1 The President of SMUX, hereinafter referred to as 'the President', shall act as the Chairperson of the Management Committee.

7.1.2 The President shall:

- (a) Chair all General Meetings and Management Committee meetings;
- (b) Represent SMUX to the student body;
- (c) Represent SMUX in liaising with the Offices of the University and all external stakeholders and agencies;
- (d) Be responsible for updating SMUX on what is happening at the CBd level;
- (e) Be involved in the planning of the strategic decisions and policy framework of SMUX;
- (f) Together with the Management Committee, carry out the management and administration of SMUX;
- (g) Ensure that all Management Committee members of the SMUX do not conduct themselves or perform their duties in a manner inconsistent with the rules and regulations set out by the University, OSL, Council, SMUSA, and SMUX;
- (h) Have the right to instruct Honorary General Secretary to call for meetings of the Management Committee and SMUX when deemed necessary;
- (i) Preserve the welfare of all members of SMUX;
- (j) Have the right to raise objections to the Constitution, where adherence to its Articles cannot be reasonably expected;
- (k) In raising such objections, the President shall lay out suitable grounds and reasons and justify the course of action; such inspection shall be the right of the relevant authorities and Offices of the University and the community and members of SMUX; and
- (l) Unless as otherwise stated in this Constitution, further and more specific duties pertaining to the office of the President, shall be in accordance with the provisions set out in this Article and the Duties and Powers of Office Bearers Guidelines.

7.1.3 In the event of the President's resignation, the Vice President will act as Acting President until an EOGM is called for the purpose of electing a new President.

7.2 Vice President

7.2.1 The Vice President of SMUX, hereinafter referred to as 'the VP', shall:

- (a) Act in the President's capacity and discharge all duties, responsibilities and powers of the President in the event of his/her absence;
- (b) Ensure that proper records are kept in the due course of operations, for accountability and for the betterment of SMUX in the future;
- (c) Handle all internal matters within SMUX;
- (d) Submit to the Management Committee, any matters for discussion received from members of SMUX;
- (e) Maintain close relations between the Executive Committee and the SMUX Management Committee;
- (f) In the event of the President's position falling vacant, hold the office of the President until a new President is elected; and
- (g) Unless as otherwise stated in this Constitution, further and more specific duties pertaining to the office of the Vice President, shall be in accordance with the provisions set out in this Article and the Duties and Powers of Office Bearers Guidelines.

7.3 Honorary General Secretary

7.3.1 The Honorary General Secretary of SMUX, hereinafter referred to as 'HGS', shall act as the Secretary of the Management Committee;

7.3.2 The Honorary General Secretary shall:

- (a) Assist the President and the VP in the performance of their administrative duties;
- (b) Be responsible for convening all meetings of SMUX and of the Management Committee;

- (c) Submit at Management Committee meetings any matter for discussion received from any member of the Management Committee;
- (d) Be responsible for ensuring that minutes are taken during meetings of SMUX and of the Management Committee, and maintaining such records in the archives of the Management Committee;
- (e) Submit the records of SMUX for inspection to any member of the SMUX, who shall give one week's notice to the HGS of his/her intention to inspect the records, subject to the approval of the Management Committee;
- (f) Be in charge of the Management Committee's and SMUX's records and conduct all administrative correspondence, internal or external, for the Management Committee;
- (g) Prepare and submit the Annual Report of SMUX to the outgoing Management Committee at least three weeks before the Annual General Meeting;
- (h) Be responsible for the maintenance of SMUX's archives which includes records of:
 1. Meeting minutes;
 2. Resolutions passed at Meetings;
 3. Annual Reports;
 4. Attendance at meetings; and
 5. Maintain the SMUX records for the members.
- (i) Maintain the SMUX email account; and
- (j) Additional club-specific duties are to be referred to in the Duties and Powers of Office Bearers Guidelines.

7.3.3 In the event of the Honorary General Secretary's resignation, the President will act as Acting Honorary General Secretary until an EOGM is called for the purpose of electing a new Honorary General Secretary.

7.4 Honorary Finance Secretary

7.4.1 The Honorary Finance Secretary of SMUX, hereinafter referred to as 'HFS', shall act as the Finance Secretary of the Management Committee.

7.4.2 The Honorary Finance Secretary shall:

- (a) Act as the financial controller of SMUX with regards to the budgeting from SMUSA;
- (b) Manage and be responsible for the financial resources allocated to SMUX;
- (c) Be responsible for settling a fair budget for all the Club's expenditure;
- (d) Sit in the Finance Committee to regulate financial procedures and endorse the budget as a committee;
- (e) Be responsible for preparing SMUX's Statement of Accounts for submission to the SMUSA at the end of each budgeting term;
- (f) Be responsible for approving and managing all claims from all members for submission to SMUX and keeping a record of expenses within the Club;
- (g) Present both the audited Statement of Income and Expenditure, and the audited Statement of Accounts at least three weeks before the Annual General Meeting, to a meeting of the outgoing Management Committee;
- (h) Be responsible for advising the Executive Committee on the financial standing of the club in a timely manner to facilitate prudent expenditure; and
- (i) Additional club-specific duties are to be referred to in the Duties and Powers of Office Bearers Guidelines.

7.4.3 In the event of the Honorary Finance Secretary's resignation, the Honorary General Secretary will act as Acting Honorary Finance Secretary until an EOGM is called for the purpose of electing a new Honorary Finance Secretary.

7.5 Other Management Committee positions

7.5.1 Roles and responsibilities of all other Management Committee positions are to be referred to in the Duties and Power of Office Bearers Guidelines.

7.5.2 Any member of the Management Committee absenting himself from three (3) meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Management Committee and a successor may be co-opted by the Management Committee to serve until the next Annual General Meeting. If registered, any changes in the

Management Committee shall be notified to the Registrar of Societies within two (2) weeks of the change.

7.6 SMUX Council

7.6.1 The Management Committee, along with the Presidents of the SMUX Clubs, shall form the SMUX Council.

7.6.2 The duties of the SMUX Council are as such:

- (a) To convene for meetings once a month for major updates to be brought up and decisions to be made.
- (b) To organise and supervise the regular activities of SMUX as well as SMUX Club-level events.

7.6.3 Any member of the SMUX Council absenting himself from three (3) meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the SMUX Council; and a successor may be co-opted by the SMUX Council to serve until the next Annual General Meeting. If registered, any changes in the SMUX Council shall be notified to the Registrar of Societies within two (2) weeks of the change.

Article 8 Resignation and Termination of Office Bearers

8.1 All Office Bearers shall hold office from 1st January following the year of their election to 31st December of that year.

8.2 Any Office Bearer seeking to resign from his office shall not be deemed to have done so unless and until his written resignation is duly submitted to the Management Committee.

8.3 Where a resignation is accepted by the Management Committee, the ensuing vacancy or vacancies shall:

- (a) In cases where there are three or fewer vacancies, they shall be filled by the Management Committee co-opting existing members; and
- (b) In cases where there are more than three vacancies, they shall be filled by election at an EOGM.

- 8.4 Any en bloc resignation of the Management Committee, in order to be efficacious, has to be tendered to the members of SMUX at an EOGM, specially convened for that purpose.
- (a) At such a meeting, for the continuation of SMUX, the members of SMUX shall then elect a new Management Committee; minimally the three Management Committee positions - President, Honorary General Secretary and Honorary Finance Secretary - to hold office for the remaining part of the term; and
- (b) If 8.4 (a) is not fulfilled, SMUX will be closed.
- 8.5 Any Office Bearer shall also cease to be a member of the Management Committee if a Vote of No Confidence is passed at a General Meeting, in the presence of a neutral party from the SMUSA for whatever reasons that the person is deemed unfit for office.
- 8.6 In the event of a vote-of-no-confidence being passed on the Management Committee, the committee shall go out of office after the consultation with Office. Thereupon the members of SMUX shall elect at the same General Meeting, a new Management Committee to hold office for the rest of the term.
- 8.7 A vote-of-no-confidence has to be proposed at a General Meeting to be voted. At least two-thirds of the voting members of SMUX present, must vote in favour for it to pass.

Article 9 General Meetings

9.1 Annual General Meeting

- 9.1.1 The Annual General Meeting, hereinafter referred to as "AGM", must be conducted once a year and held no later than SMUSA's AGM.
- 9.1.2 An AGM of the Club must be held in accordance with this Article and the AGM/EOGM Guidelines.
- 9.1.3 The purposes of the AGM shall be, but are not limited to :
- (a) Reporting on the activities of the SMUX;
- (b) Proposing amendments to the Constitution; and
- (c) Presenting SMUX's financial status.

- 9.1.4 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 (1) week before the meeting is due to be held.
- 9.1.5 Notice of the AGM shall be given at least fourteen (14) days in advance to the Office, HGS of SMUSA and all members of SMUX.
- 9.1.6 The quorum for the AGM shall be at least 25% of the total voting membership or thirty (30) voting SMUX members, whichever is lower. Proxies shall not be constituted as part of the quorum.
- 9.1.7 Unless as otherwise stated in this Constitution, all proceedings pertaining to the AGM, shall be conducted, in accordance with the provisions set out in this Article and AGM/EOGM Guidelines.
- 9.1.8 Failure to hold the AGM may subject the club to be closed in accordance with Article 13 or to consequences as in the AGM/EOGM Guidelines.

9.2 Extraordinary General Meeting

- 9.2.1 All general meetings other than the AGM are called Extraordinary General Meetings (EOGM)s.
- 9.2.2 An EOGM shall be held when:
- (a) Matters requiring urgent attention arise, as determined by the Management Committee; or
 - (b) A written request for such a meeting, signed by no fewer than 25% of the total voting membership or thirty (30) voting members, whichever is the lesser of the members of SMUX, is received by the Honorary General Secretary.
- 9.2.3 When such a written request is received, the Honorary General Secretary shall call for an EOGM to take place within fourteen (14) days of receipt of such a petition. Only matters for which the EOGM is convened may be discussed.
- 9.2.4 Notice of the EOGM shall be given at least fourteen (14) days in advance to all members of SMUX. In an event of an emergency, the President and/or the Vice President shall allow the notice period above to be abridged to no shorter than twenty-four (24) hours.

9.2.5 The quorum for the EOGM shall be at least 25% of the total voting membership or thirty (30) voting SMUX members, whichever is lower. Proxies shall not be constituted as part of the quorum.

9.2.6 Only the matter for which the EOGM is called shall be on the agenda.

9.2.7 Unless as otherwise stated in this Constitution, all proceedings pertaining to the EOGM, shall be conducted, in accordance with the provisions set out in this Article and AGM/EOGM Guidelines.

9.3 Proceedings at General Meeting

9.3.1 In the event that the quorum is not met at the commencement of the AGM/EOGM, the Meeting shall be adjourned for half an hour, and should the attendance then be insufficient to meet the quorum, the AGM/EOGM may be postponed once to a date that is within 10 working days.

9.3.2 The SMUX Management Committee President shall chair all AGMs/EOGMs of SMUX. In the absence of the SMUX Management Committee President, the SMUX Management Committee Vice President shall chair the Meeting.

9.3.3 The voting process for constitutional amendments shall be conducted through a show of hands.

Article 10 Elections

10.1 The election of members of the Management Committee shall be conducted in accordance with the provisions prescribed in this Article and the Elections Procedural Guidelines.

10.2 Notice of the Elections shall follow the notice of the AGM which shall be given at least fourteen (14) days in advance to the Office, HGS of SMUSA and all members of SMUX.

10.3 The Elections shall be administered by an Elections Committee, appointed by the outgoing council.

10.4 There shall also be a Neutral Representative (NP) who is a member of SMUSA present for the duration of the Elections. The NP shall mainly observe the elections proceedings but may intervene and even stop the proceedings, when and where necessary.

10.5 The quorum for the elections shall be at least 5% of the total SMUX members who are eligible to vote or twenty-five (25) voting SMUX members, whichever is lower. Proxies shall not be constituted as part of the quorum.

10.6 Elections Committee

10.6.1 The outgoing Management Committee shall appoint the Elections Committee to administer the elections for the new Executive Committee. The 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.

10.7 Duties and Powers of Elections Committee

10.7.1 The Honorary General Secretary of the SMUX Management 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.

10.7.2 The Honorary General Secretary of the SMUX Management Committee may reject any nomination that does not comply with the provisions of this Article and shall serve upon such person(s) a Notice of Rejection one day after the submission of nomination via email.

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

10.7.4 A member of the Elections Committee shall not himself:

- (a) Nominate or second any candidate;
- (b) Campaign for any candidate;
- (c) Vote for any candidate; and
- (d) Stand for election for a position in the Management Committee.

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

- 10.7.6 The **Honorary General Secretary of the SMUX Management Committee** 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.
- 10.7.7 The Elections Committee is empowered to exercise its discretion as and when it is necessary, as long as it is not against the object of this constitution.
- 10.7.8 The Elections Committee shall:
- (a) Ensure the integrity and transparency of the voting process; and
 - (b) Be responsible for the secrecy of the ballot information (applicable to paper ballots as well).
 - (c) Have the responsibility of designing and printing the nomination papers, ballot papers and all necessary documents.
- 10.8 In the event where the club has yet to receive sufficient nominations to fill the mandatory positions, an extension of the application deadline may be allowed once.
- 10.9 Elections may be conducted, partly, with approval from the SMUX Management Committee, by electronic means. Members must be allowed to synchronously observe the proceedings of the election by audio and video means. Voting shall be done electronically, in accordance with SMUSA's Online Elections Guidelines.
- 10.10 Failure to hold Elections may subject the club to be closed in accordance with Article 13 or to consequences as in the AGM/EOGM Guidelines.
- 10.11 Eligibility to stand for election**
- 10.11.1 Only undergraduate students of the University shall be eligible to stand for elections and hold office in the Management Committee.
- 10.11.2 Only undergraduate students of the University who are SMUX Members shall be eligible to propose, nominate, second, and vote for candidates in a General Election.
- 10.11.3 Candidates shall not be eligible to concurrently run for SMUX Management Committees, SMUX Club Executive Committees, or the SMUSA Executive Committee in the same term.

10.11.4 All office bearers, with the exception of the Honorary Finance Secretary, shall be eligible to stand for re-election to the same or a related position for a consecutive term of office.

10.11.5 All Clubs shall be allowed to conduct an open recruitment exercise for positions in the Executive Committee, from members of SMUX with the exception of the positions of President, Honorary General Secretary and Honorary Finance Secretary.

10.12 Elections Procedure

10.12.1 Unless as otherwise stated in this Constitution, all proceedings pertaining to the Elections, shall be conducted, in accordance with the provisions set out in this Article and the Elections Procedural Guidelines.

10.12.2 For any amendments to the Elections Procedural Guidelines, approval must be sought with the Office.

10.12.3 Election will follow on a simple majority vote of the members at the General Election. The election procedure will be set out in an Order, as determined by the Management Committee from time to time.

10.12.4 In the event of a tie, the Elections Committee shall have discretionary powers to break the tie.

10.12.5 The incoming Management Committee can vote for Internal Elections alongside the representatives of each Club. This has been mandated by OSL for all CBds under OSL.

10.12.6 The Internal Elections for the incoming Management Committee will proceed in the following order:

1. President
2. Honorary General Secretary
3. Honorary Finance Secretary
4. Remaining positions

This has been mandated by the Office of Student Life for all CBds under OSL.

Article 11 Prohibitions and Discipline

- 11.1 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 in the University premises.
- 11.2 The introduction of materials for gambling, drug consumption, and of bad characters into the University premises or at any location at which members of the SMUX Management Committee have gathered for the purposes of SMUX's business shall be prohibited.
- 11.3 The funds of the SMUX shall not be used to pay the fines of members who have been convicted in a court of law.
- 11.4 SMUX shall not engage in any unlawful acts or unlawful gatherings as defined in any written law in force in Singapore.
- 11.5 SMUX 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.
- 11.6 SMUX 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.
- 11.7 SMUX shall not hold any lottery, whether confined to its members or not, in the name of SMUX or its Office Bearers, Committee or members unless with the prior approval from the Office.
- 11.8 SMUX shall not indulge in any political activity. SMUX shall not allow its funds or allow the University's premises or any location at which the members of SMUX have gathered for the purposes of SMUX's business, to be used for political purposes.
- 11.9 SMUX shall not raise funds from the public for whatever purpose, without having obtained prior approval from the Office.
- 11.10 No member of SMUX, including members of the Management Committee, shall make any statement to any broadcast media, without having obtained prior approval from the Office.

- 11.11 Any member of SMUX who has been deemed by the Office to have violated any of the Articles, shall be dealt by the Office. For more serious transgressions, it will be referred to the University Council of Student Conduct.

Article 12 Amendments to the Constitution

- 12.1 In this Article, “amendment” includes additions and repeals.
- 12.2 Any amendments to the Constitution shall be made at the AGM or EOGM and shall not come into force without the prior approval from the SMUX Management Committee and OSL. Proposed amendments shall first be presented to the Office and SMUX for endorsement and approval.
- 12.3 The proposed amendments shall be made in writing to the Honorary General Secretary at least 14 days before the AGM or EOGM. The AGM or EOGM shall adhere to the requirements of Article 9.
- 12.4 Upon approval, these amendments to the Constitution shall be presented at a General Meeting to be voted and passed by a simple majority of the voting members of SMUX, present at the meeting.
- 12.5 The new Constitution shall take effect immediately after it has passed in Article 12.3 or on such date as may be prescribed by the Office.
- 12.6 The new constitution shall be communicated to all members via email at least within 14 days of the passing of the constitution.
- 12.7 In the event of a dispute arising over the interpretation of the Article of the Constitution, such a dispute shall be settled by a simple majority vote during the AGM or EOGM.
- 12.8 This Constitution shall be subjected to the Constitution of SMUSA. In the event of any inconsistency, the Constitution of SMUSA shall prevail.

Article 13 Dissolution

- 13.1 A club may be dissolved by a written order from the Office, upon violation of any of the Article 13 provisions or any of the non-negotiables (by ODOS) – Safety, Finance and Branding regulations.

- 13.2 Should the Club wish to seek recourse, a petition endorsed by two-thirds of the Club's members must be submitted to the Office and SMUX no later than two weeks from the notice of dissolution.
- 13.3 When the dissolution is final, all assets and liabilities shall be discharged to the Office.

Article 14 General

- 14.1 Subject to the approval of the Council, SMUX may draw up Standing Orders/Guidelines to regulate the procedures and administrative matters of SMUX and the Club.
- 14.2 The SMUX Clubs must adhere to the Standing Orders/Guidelines as set by SMUX.
- 14.3 In the event of any disputes arising amongst members of the Management Committee, they shall attempt to resolve the matter at an EOGM in accordance with this Constitution.
- 14.4 Should the matter fail to be resolved, the matter shall be brought to the attention of the Office, who shall then have total discretion to decide on a settlement. If the dispute is still not resolved, the matter may then be brought to a court of law for final settlement.
- 14.5 In the event of any question or matter arising out of any point, which is not expressly provided for in this Constitution, the Management Committee shall reserve the right to exercise its discretion and decide upon consultation with the Office.
- 14.6 In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, the Management Committee shall have the power to use their own discretion. The decision of the Management Committee shall be final unless it is reversed at a General Meeting of members.

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