



NUS Students' Computing Club

A Constituent Club of the NUS Students' Union

Phone: +65 6516 6759 | Website: nuscomputing.com | Email: connect@nuscomputing.com

Version as of 2 August 2024

Prepared by: Seah Zhi Han Mervyn

44th NUSSU Elections

Computing Returning Officer

2024 AY 2024/2025 NUSSU Students' Computing Club Election Standing Orders

1. Citation

1.1. This Standing Order may be cited as the NUSSU Students' Computing Club Election Standing Orders.

2. Sources of Law

2.1. The sources of law for the Election shall be found in the following sources in descending order of supremacy:

- a. NUS Statute 6;
- b. NUS Regulation 9;
- c. NUSSU Constitution;
- d. Executive Committee Election Regulations (ECER) and Management Committee Election Regulations (MCER);
- e. The respective Constituent Club's Constitution;
- f. The Standing Orders of the Union Election Committee; and
- g. The Standing Orders of the respective Constituent Club Election Committee.

3. Definitions

3.1. For the sake of disambiguation, unless otherwise stated,

- a. The NUS Students' Computing Club shall be referred to as "Computing Club"
- b. The term "Club" shall, unless explicitly indicated, be synonymous with "Computing Club"
- c. The Computing Club Constitution shall be referred to as "Constitution"



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- d. The Computing Club Management Committee, as defined in the Constitution, shall be referred to as "MC". This term shall refer to the office rather than a group of individuals unless explicitly mentioned otherwise
- e. The Presidential Wing of an MC shall be referred to as "P-Wing". Unless stated otherwise, the term "P-Wing" shall refer to the Presidential Wing of the incumbent MC.
- f. Members of Computing Club, as defined in the Constitution, shall be referred to as "Club Members"
- g. A Club Member who has been nominated in an election shall be referred to as "Nominee". The term "Candidate" shall be synonymous with "Nominee"
- h. Throughout this document, "position" shall mean an elected MC appointment
- i. Unless otherwise specified, all masculine pronouns used in this document refer equally to all persons

4. Election Committee

4.1. The Election Committee has the power to:

- a. Accept the withdrawal of any candidate, at any point in time, from the start of the Nomination Period to the conclusion of the entire election process.
- b. Declare the election of any candidate of its Constituent Club's Executive Committee Representative invalid due to any procedural irregularities according to the sources of law stipulated in section 2.
- c. Investigate any alleged instances of foul play, unfair practices, or any conduct prejudicial to the spirit of fair and transparent elections, and disqualify any candidate found to be involved in such conduct.
- d. Make discretionary decisions, in the conduct of elections, that encourage the spirit of a free, fair and transparent election. If such discretionary decisions are inconsistent with any source of law specified in section 2, the discretionary decision shall be voided, to the extent of the inconsistency.



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- e. Adjudicate all disputes raised by any Management Committee candidate according to the procedures prescribed by the sources of law stipulated in section 2.



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4.2. The Election Committee comprises of exactly one (1) Returning Officer and exactly two (2) Election Officers.

- a. The Returning Officer shall have the following duties:
 - i. To chair the Election Committee
 - ii. To announce the outcome of the elections
 - iii. To maintain a neutral perspective of the election process
- b. The Election Officers shall have the following duties:
 - i. To maintain the integrity of the election process
 - ii. To enforce the provisions of the Election Standing Orders, this document

4.3. The Election Committee comprises the following officers:

- a. Returning Officer:
 - i. Seah Zhi Han Mervyn
- b. Election Officers:
 - i. Jamie Ho Pui Yin
 - ii. Ng Le Xuan

4.4. The Elections Committee can and will only be contacted via email. Other forms of communication will not be considered as part of the Election Committee, unless stated.

TO: elections@nuscomputing.com

4.5. The conduct of the elections by the Constituent Club Election Committee shall be supervised by the Union Election Committee, which can be contacted at

TO: nussu.president@u.nus.edu

CC: nuspa.president@u.nus.edu ,
nuscsc.pres@u.nus.edu ,
scienceclub.president@u.nus.edu



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5. General Provisions

5.1. A member of the Computing Club is defined as an existing NUS Undergraduate student in AY24/25 that is under the faculty of School of Computing (SoC).

5.2. Every Member is eligible to run in the elections, and to vote in the said elections, subject to particular nomination rules which are laid out in this document.

5.3. A Member can either run to be:

- a. A NUSSU Executive Committee Representative (Exco Rep) of the Constituent Club; or
- b. A Management Committee member of the Constituent Club, for the following positions:
 - i. President
 - ii. Vice-President, External Relations
 - iii. Vice-President, Internal Relations
 - iv. Vice-President, Student Development
 - v. Vice-President, Student Life
 - vi. General Secretary
 - vii. Deputy General Secretary
 - viii. Finance Secretary
 - ix. Deputy Finance Secretary
 - x. Tech Lead
 - xi. Deputy Tech Lead
 - xii. Director, Marketing
 - xiii. Deputy Director, Marketing (Merchandise)
 - xiv. Deputy Director, Marketing (Sponsorships)
 - xv. Director, Publicity
 - xvi. Deputy Director, Publicity
 - xvii. Director, Welfare
 - xviii. Deputy Director, Welfare



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- xix. Director, Sports
- xx. Deputy Director, Sports
- xxi. Director, Academic Liaison
- xxii. Deputy Director, Academic Liaison
- xxiii. Director, Community Engagement
- xxiv. Director, Rag & Flag
- xxv. Deputy Director, Rag & Flag
- xxvi. Director, Freshman Orientation Programmes
- xxvii. Deputy Director, Freshman Orientation Programmes (x2)
- xxviii. Director, Student Engagement
- xxix. Deputy Director, Student Engagement

5.4. A Member shall not be eligible for election to the Union Council or Exco if he/she is:

- a. found guilty of a disciplinary offence under the provisions of the NUS Statute 6, Regulations 10 and 10A: on Discipline with Respect to Students;
- b. under academic warning or probation (or repeating a course of study, if he is from a non- modular Faculty) in the year of election.

5.5. All Candidates shall **not**:

- a. concurrently run as a MC candidate from a Constituent Club and as an Executive Committee Representative; or
- b. run as an Exco Representative from more than one Constituent Club.

5.6. The election of the NUSSU Exco Representative(s) for the Constituent Club shall be done through external elections (i.e. voting through ballot).

5.7. The election of the Management Committee of the Constituent Club shall be conducted in the form of **External-Internal** elections.



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5.8. The election process shall contain the following components:

Date	Event
09 Aug 2024, Friday	Nomination Period Starts
17 Aug 2024, Friday	Nomination Period Ends
19 Aug 2024, Monday to 26 Aug 2024, Monday	Campaigning Period
27 Aug 2024, Tuesday	Cooling Off Day
28 Aug 2024, Wednesday to 30 Aug 2024, Friday	External Elections
BY 4 Sep 2024, Tuesday	Results Release of External Elections
5 Sep 2024, Thursday to 7 Sep 2024, Saturday	Internal Elections
BY 13 Sep 2024, Friday	Results Release of Internal Elections
14 Sep 2024, Saturday (tentative)	Club Annual General Meeting
21-22 September 2021	46 th NUSSU Council First Council Meeting

6. Nomination

6.1. Every interested Member shall submit a nomination form to contest the elections before the end of the nomination period.

6.2. Each nomination form shall have a proposer and seconder.

- For Exco Candidates, the proposer or seconder for each form shall not be part of any current Election Committee of the respective Constituent Clubs.
- For Exco Candidates of non-faculty clubs, each nomination form shall be proposed or seconded by an outgoing MC member of the respective Constituent Clubs.



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- i. Each outgoing MC member may propose or second more than one (1) nomination form.

6.3. For Exco Candidates, the nomination form shall be signed by an outgoing elected member of the Constituent Club Management Committee as to indicate that the candidate has consulted with the member(s) of the Constituent Club Management Committee. This consultation will be on the expected roles and duties to be undertaken as an NUSSU Executive Committee Representative.

a. These Members are:

- i. Ng Zheng Han Javian
- ii. Koo Jay-Lynn
- iii. Reina Tng Xin Ru
- iv. Ng Le Xuan
- v. Nathan Loo Enping
- vi. Jamie Ho Pui Yin
- vii. Seah Zhi Han Mervyn
- viii. He Ruqing Vivien
- ix. Yeap Rayson
- x. Lee Yong Ning

6.4. For MC Candidates, it is compulsory to declare the primary position they are contesting for. Declaring a secondary position will be optional. A Nominee will not be allowed to change their primary position after the end of the nomination period, but may change it in the Internal Elections.

6.5. Candidates may withdraw their nomination forms. Such withdrawal must be done in the form of a letter of withdrawal signed by the candidate and addressed to their respective Election Committee with reasons provided, sent via email. If the candidate fails to comply with the above, his/her nomination shall be deemed to be valid and not withdrawn.



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6.6. Election Committees may reject applications that are incomplete, irregular or contain false information or obvious misinformation.

- a. Any candidate whose nomination forms are rejected by the respective Election Committee may request a review by the Election Committee.
- b. The rejection of a candidate's application shall be made known to the candidate no more than one (1) day after the end of the nomination period with reasons in writing. The request to review such decisions shall be made by the candidate no more than two (2) days after the end of the nomination period. The decision of the Election Committee on the matter shall be made no more than three (3) days after the end of the nomination period.
- c. Candidates who wish to challenge the Election Committee's decision shall request to review such decision no more than four (4) days after the end of the nomination period.
- d. The decision of such review(s) shall be binding and final on all parties. The External Elections shall be held on the stipulated date(s), notwithstanding the review(s).
- e. For the avoidance of doubt, the validity or invalidity of nomination form(s) is a question of procedural regularity/irregularity.

6.7. Election Committees shall inform all Candidates whether their nomination is accepted and valid by the end of the nomination period.

6.8. No Nominee shall buy votes from Club Members by any means of exchange and/or extort votes from Club Members by means of any kind of threat.

6.9. No Nominee shall make any statement that, in the opinion of the Election Committee, construes as a personal attack on any other Nominee in the same election.



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7. Campaigning

7.1. The campaigning period begins after two (2) days of the end of the nomination period.

7.2. Campaign Materials and Publicity

7.2.1. Throughout this period, successful nominees may initiate various publicity efforts to inform Members of their intended candidature.

7.2.2. Appropriate publicity materials (both physical and online) include, but are not limited to, posters and flyers, insofar as these publicity materials do not become a public hindrance or nuisance, or would cause harm to the reputation of NUSSU and its Constituent Clubs.

- a. Every Nominee must submit his campaign material to the Election Committee with its medium (physical or online) and location (for physical) included
- b. Written approval from the Election Committee must be given prior to giving out, placing, pasting or posting said campaign materials

7.2.3. Physical publicity materials shall only be displayed within the premises of School of Computing and such publicity materials shall:

- a. Visibly include the following phrase on all publicity materials: "NUSSU 46th Exco Representative Elections" OR "**NUSSU Computing Club MC Elections**" OR "NUSSU Computing Club Exco Representative Elections";
- b. have a size no larger than A3;
- c. Should a Nominee, having previously placed his campaign material in a location approved by the Election Committee, wish to relocate said campaign material, the Nominee shall seek written approval from the Election Committee to perform the relocation

7.2.4. Candidates who are unsure whether their publicity materials are permissible are advised to check with their respective Election Committees beforehand.



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7.2.5. Publicity materials that do not fulfill the guidelines listed above shall be removed without discretion. The Union Election Committee and Election Committee have the right to request any candidate to take down online materials that do not fulfill the guidelines.

7.2.6. Exco and Management Committee Candidates shall remove their physical publicity materials by the end of the Campaigning Period. Online publicity materials may remain but no new online publicity materials shall be created or distributed.

7.2.7. A Nominee who wishes to give a speech in a lecture may only do so if he obtains prior permission from the lecturer and the Election Committee.

7.3. Election Committee and Advisors' Interview

7.3.1. The Election Committee shall, during the Campaigning Period, convene an interview with each Nominee individually for the purpose of ensuring that every Nominee is aware of his responsibilities should he be elected.

7.3.2. The Interview shall be attended by the Nominee, at least one member of the Election Committee, at least one Faculty Staff Advisor of the Club, and if possible, at least one member of the incumbent MC.

7.3.3. The Nominee can be removed from the elections if the Election Committee deem the Nominee as egregiously unsuited for the position he is running for.

a) Rejection by Incumbent MC

- i) In the event that a Nominee is involved in any suspicious activity related to the Election, any Club Member can report directly to the Election Committee for further investigation
- ii) The Election Committee presents its objective findings to the P-Wing
- iii) The P-Wing may conduct an additional, recorded, interview of the Nominee in question, as well as any additional investigations the P-Wing deems necessary



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- iv) The P-Wing shall then vote to present the case to the incumbent MC. If a two-thirds majority is attained, the P-Wing shall call for an MC meeting and present the objective findings of both the Election Committee and/or interview by P-Wing (pursuant to Clause 7.3.3(a)(iii)) to the MC. If a two-thirds majority is not attained, the process is aborted.
 - v) The MC shall then vote to remove the Nominee from the election. If a two-thirds majority is attained, the Nominee shall be removed from the election. If a two-thirds majority is not attained, the process is aborted.
 - vi) If, at any point, the process of removing a Nominee is aborted pursuant to any of Clauses 7.3.3(a)(iii) and 7.3.3(a)(iv), the Nominee in question shall remain in the election without any facing any additional prejudice.
 - vii) Until the final decision has been made to remove the Nominee under Clause 7.3.3(a)(iv), the proceedings shall remain confidential and known only to the Election Committee, incumbent MC and faculty advisors to Computing Club.
 - viii) No Nominee who is also an MC member shall participate in the interview described in Clause 7.3.3(a)(ii) and/or vote on the motions described in Clauses 7.3.3(a)(ii) and 7.3.3(a)(iv).
- b) Rejection by Faculty Advisor
- i) Advisors can reject Nominee based on, but notwithstanding, the following reasons:
 - 1) Criminal records disclosed during the interview
 - 2) Track record in the club
 - 3) Academic records, if the advisors see the need for the Nominee to focus on studies
 - 4) Medical records, if the advisors do not think that the Nominee is fit to take up office
 - ii) Should there be an overwhelming number of nominations submitted, the Election Committee and Staff Advisors have the right to reject any Nominee based on their performance during the interview



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- iii) The incumbent MC can reject the rejection of a Nominee using Clause 7.3.3(b)(ii) by a majority vote. All rejected Nominees will be given an opportunity to appeal within the appeal period.
 - 1) A meeting with the Nominee, at least one member of the Election Committee, at least one member of the incumbent P-Wing and at least one faculty Staff Advisor of the Club will be conducted to handle the appeal.
 - 2) The reason for rejection will be made known to the Nominee.
 - 3) A member of the Election Committee will take minutes of the meeting and send them to the incumbent P-Wing and all faculty Staff Advisors.
 - 4) The incumbent P-Wing and faculty Staff Advisors shall then vote to determine the results of the appeal. If a majority vote is attained, the appeal is deemed successful. If a majority vote is not attained, the appeal is deemed unsuccessful.

7.4. External General Meeting (EGM)

7.4.1. Nominees are required to attend and speak at the External General Meeting (EGM) of the club.

7.4.2. Each Nominee are to give a speech with a maximum duration of ten (10) minutes, following by a question-and-answer session (Q&A) of ten (10) minutes.

- a) PowerPoint slides can be presented but must be submitted prior to the EGM
- b) The only acceptable medium would be PowerPoint slides in either .pdf, .pptx or .ppt file formats, subjected to the Election Committee's discretion
- c) The Q&A session can be extended by ten (10) minutes for a maximum of two (2) times, unless stated by the Election Committee.
- d) The Q&A session extension must be proposed and seconded.
- e) A candidate may NOT propose or second his own extension.



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- f) No single person can propose or second the same candidate more than once (1)
 - g) The Election Committee shall have the right to disallow questions that are, in the opinion of the Election Committee, derogatory and/or malicious
 - h) Every Nominee is required to answer any question posed to him by Club Members during the Q&A session following his speech
- 7.5. There shall be one day of cooling-off before the voting day for both Exco and MC Candidates.



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8. External-Internal Elections

8.1. External Phase

8.1.1. Nominees will be voted into the Management Committee in an external election. Thereafter, elected Nominees will be voted to their respective positions in an internal election with the other elected Nominees.

8.1.2. Candidates for the Management Committee shall be elected on different ballots from candidates for the NUSSU Executive Committee Representative via online ballots.

- a. The candidates for the NUSSU Executive Committee Representatives shall be presented on a separate online page from the candidates for the Constituent Club Management Committee.

8.1.3. Each Club Member shall have exactly one vote. All other persons shall have no voting rights. Voting by proxy is prohibited.

8.1.4. A Vote of Confidence shall be held for both NUSSU Exco Rep and Constituent Club Management Committee.

8.1.5. To pass a Vote of Confidence, each candidate shall secure the approval of no less than half (1/2) of all valid votes cast.

- a. "Abstain" votes shall not contribute to the number of valid votes cast.
- b. The candidates who fail to secure such approval shall be deemed to have failed to be elected.
- c. It is the right of the Candidate, should he/she choose to so, to vote for him/herself.
- d. The candidate shall proceed to the Internal Elections only if:

$$\frac{\text{Total FOR Votes}}{\text{Total FOR Votes} + \text{Total AGAINST Votes}} \times 100\% \geq 50\%$$



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8.2. Internal Phase

8.2.1. Positions put up for election will follow a tiering system, whereby Tier 1 is the first tier. Within each tier, the order of the positions put up for election will be determined by the number of Nominees contesting for the position, with the most contested position being first.

- a. Tier 1: President
- b. Tier 2: Vice-Presidents
- c. Tier 3: Secretaries & Tech Leads
- d. Tier 4: Directors
- e. Tier 5: Vice-Directors

8.2.2. The Returning Officer shall open the floor up to nomination of candidates. Each nomination shall be proposed and seconded.

- a. A candidate may propose, but not second, his own nomination.
- b. No single person may propose and second the same candidate. However, a person may propose or second more than one (1) candidate.
- c. The nominations shall be subject to the consent of the respective candidates if the candidate did not propose his own nomination.
- d. Each candidate can only run for any position for a maximum of three (3) times in total during the Internal Elections.

8.2.3. If there is only one (1) candidate for the position, the candidate shall have ten (10) minutes to present followed by fifteen (15) minutes of question-and-answer (Q&A) session by the floor, otherwise specified by the Election Committee.

- a. The Q&A session can be extended by ten (10) minutes for a maximum of two (2) times, unless stated by the Election Committee.
- b. The Q&A session extension must be proposed and seconded.
- c. A candidate may NOT propose or second his own extension.
- d. No single person can propose or second the same candidate more than once (1).



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8.2.4. If there is only one (1) candidate for the position, a Vote of Confidence shall be held. To pass a Vote of Confidence, each candidate shall secure the approval of no less than half (1/2) of all valid votes cast.

- a. "Abstain" votes shall not contribute to the number of valid votes cast.
- b. The candidates who fail to secure such approval shall be deemed to have failed to be elected.
- c. It is the right of the Candidate, should he/she choose to so, to vote for him/herself.
- d. The candidate shall be deemed elected into the position only if:
$$\frac{\text{Total FOR Votes}}{\text{Total FOR Votes} + \text{Total AGAINST Votes}} \times 100\% \geq 50\%$$
- e. The candidate who previously failed to secure the approval shall be eligible to be nominated again.
- f. Should the voting result in no nominee being elected, the position will be put till the last position of the election to be contested.
- g. If the new process results in a candidate failing to secure a Vote of Confidence, the election of the position shall be adjourned to the next meeting of the Management Committee.

8.2.5. If there is more than one (1) candidate for the position, each candidate shall have ten (10) minutes to present, in the order that they are nominated. This is followed by a combined Q&A session.

- a. During the presentation, the other candidates shall recuse themselves to another physical venue.
- b. The duration of the Q&A session shall be determined by $\text{Number of Candidates} \times 10 \text{ minutes}$, unless otherwise stated by the Election Committee.
- c. The Q&A session can be extended by ten (10) minutes for a maximum of two (2) times, unless stated by the Election Committee.
- d. The Q&A session extension must be proposed and seconded.



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- e. A candidate may NOT propose or second his own extension.
- f. No single person can propose or second the same candidate more than once (1).

8.2.6. If there is more than one (1) candidate for the position, a Contested Vote shall be held where the Nominee who receives the greatest net vote for that position shall be deemed elected to that position. The net vote for a Nominee for a particular position shall be defined as:

$$\frac{\text{Total FOR Votes}}{\text{Total FOR Votes} + \text{Total AGAINST Votes}} \times 100\%.$$

8.2.7. Both the incumbent elected MC and the Nominees, excluding Nominees that are running for the position, can vote in the internal election. However, they must be present for the entirety of the nominee's speech and Q&A.

8.2.8. If a Nominee is from the incumbent MC, he or she shall forgo his ability to vote as a member of the incumbent MC.

8.2.9. If two or more nominees are contesting a position and there is more than one nominee with the greatest net vote, another round of voting will be held.

- a. Should the second round of voting result in more than one nominee with the greatest net vote, each nominee will be given 1 minute to make another speech to the voters.
- b. After all the nominees have given their speeches, another round of voting will commence.
- c. Should the third round of voting result in more than one nominee with the greatest vote, the position will be put till the last position of the election to be contested.

8.2.10. If there are no candidates for the position, the Returning Officer shall proceed with the next position and reopen the floor afterwards to the pool of Nominees.

- a. If the second round of nomination fails to produce any candidates, the election of the position shall be adjourned to the next meeting of the Management Committee.



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9. Annual General Meeting

9.1. The new members of the Management Committee shall hold office from that year's Annual General Meeting until the next Annual General Meeting.

10. Composition of the Union Council

10.1. The number of Exco members to be elected from Computing Club to the Union Council shall be two (2) as per NUS Regulation 9, rule 9(b).

10.2. The elected President of each MC shall be a Union Council member. The elected President may pick other elected MC members to sit on the Union Council. For avoidance of doubt, the elected President will follow the relevant clauses laid down in their individual Constituent Club Constitutions on choosing Union Council members from their MC.

- a. The newly elected members of the Management Committee, after the Constituent Club Annual General Meeting, have the power to elect representatives from among the Management Committee Members to the Council of the Union as Council Representatives in accordance with the Constitution of the Union.

10.3. There shall be a maximum of, four such members, or one member per five members on the elected Management Committee or part thereof, whichever is lower.

- a. For example, if there are 14 elected MC members, there shall be a maximum of 3 Union Council members from this MC. If there are 26 elected Management Committee members, there shall be a maximum of 4 Union Council members from this Management Committee.

10.4. The Management Committee President shall submit the names of his/her Union Council members to the UEC before the first Council Meeting.

- a. If the first Council Meeting has passed, the Management Committee President should make such submission to the Council Chairperson.



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10.5. The size of each Management Committee shall be as follows, as per NUS Regulation 9, rule 8 to be a minimum of sixteen (16) and a maximum of thirty (30).

11. Non-Compliance

11.1. The Election Committee reserves the right to determine the severity of a violation/non-compliance by any candidate. The Election Committee reserves the right to comment upon any alleged violation/non-compliance, and any election related conduct by any candidate.

11.2. Repeated violations, flagrant disregard for regulation or actions that would harm the reputation of NUSSU will see the candidate disqualified from elections, and disciplinary actions will be meted out as indicated in the NUSSU Constitution and Regulations.

12. Dispute Resolution

12.1. In the case of a dispute between a candidate and member(s) of the same Constituent Club, the involved candidate may submit their dispute to their respective Election Committees. Election Committees shall decide upon the dispute within three (3) days and inform the parties and the Union Election Committee of its decision through email by cc-ing nussu.president@u.nus.edu. Decisions issued by the Election Committees shall be made with reasons provided in writing within 1 day from the decision date.

- a. This decision may be appealed in writing to the UEC within a day from the date of the Election Committee's decision.
- b. The Union Election Committee shall decide on whether to allow the appeal within three (3) days from the date of appeal, with reasons in writing.

12.2. In the case of a dispute between candidates from the same Constituent Club, any involved candidate may submit their dispute to their respective Election Committees. Election Committees shall decide upon the dispute within three (3) days and inform the parties and the Union Election Committee of its decision through email by cc-ing nussu.president@u.nus.edu. Decisions issued by the Election Committees shall be made with reasons provided in writing within 1 day from the decision date.



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- a. This decision may be appealed in writing to the UEC within a day from the date of the Election Committee's decision.
- b. The Union Election Committee shall decide on whether to allow the appeal within three (3) days from the date of appeal, with reasons in writing.