

NUS Students' Computing Club Management Committee Officers Regulations

Citation

1. This Regulation may be cited as the NUS Students' Computing Club Management Committee Officers Regulations.

Interpretation

2. In this Regulation, unless it is otherwise provided, or the context otherwise requires, all words shall have the meanings given in the Constitution of the National University of Singapore Students' Computing Club.

Amendment

3. A Motion seeking to amend or remove any provision of this Regulation shall not be passed unless it has been supported by the votes of:
 - (a) Not less than half of the total number of Voting Management Committee Officers present during a Management Committee Meeting; or
 - (b) Not less than half of the total number of Members present during a General Meeting of the Club.
4. Notwithstanding section 3, a Motion seeking to amend or remove section 7 of this Regulation shall not be passed unless it has been supported by the votes of:
 - (a) Not less than two-thirds of the total number of Voting Management Committee Officers present during a Management Committee Meeting, or
 - (b) Not less than two-thirds of the total number of Members present during a General Meeting of the Club.
5. For the purposes of sections 3 and 4, amendment of provisions includes addition, amendment or repealing of provisions.

Legislative History

6. This Regulation was first enacted on 11 May 2018.

Management Committee Officers

7. The following Management Committee Officers shall be elected by Members of NUS Students' Computing Club at the start of every Academic Year:
 - (a) President
 - (b) Vice-President (Student Life)
 - (c) Vice-President (Student Development)
 - (d) Vice-President (Internal Relations)
 - (e) Vice-President (External Relations)
 - (f) General Secretary
 - (g) Financial Secretary
 - (h) Information Technology Secretary
 - (i) Director of Freshmen Orientation Projects
 - (j) Director of Student Relations
 - (k) Director of Academic Liaison
 - (l) Director of Community Service
 - (m) Director of Sports
 - (n) Director of Welfare
 - (o) Director of Marketing
 - (p) Director of Publicity

8. The following Management Committee Officers shall be co-opted by the elected Management Committee Officers at the first Management Committee meeting at the start of every Academic Year:
- (a) Assistant General Secretary
 - (b) Assistant Financial Secretary
 - (c) Assistant Information Technology Secretary
 - (d) Deputy Director of Freshmen Orientation Projects
 - (e) Deputy Director of Student Relations
 - (f) Deputy Director of Academic Liaison
 - (g) Deputy Director of Community Service
 - (h) Deputy Director of Sports
 - (i) Deputy Director of Welfare
 - (j) Deputy Director of Marketing
 - (k) Deputy Director of Publicity
9. The Management Committee shall have the right to co-opt more than one of the positions listed in 8(d) to 8(k), subject to:
- (a) A maximum of two each; and
 - (b) A maximum of 30 Management Committee Officers.

Structure of the Management Committee

10. The Management Committee is made up of the:
- (a) The Presidential Cell which consists of the:
 - (i) President
 - (ii) Vice-President (Student Life)
 - (iii) Vice-President (Student Development)
 - (iv) Vice-President (Internal Relations)
 - (v) Vice-President (External Relations)
 - (b) The Presidential Wing, led by the President, which consists of the:
 - (i) General Secretary;
 - (ii) Assistant General Secretary;
 - (iii) Finance Secretary;
 - (iv) Assistant Finance Secretary;
 - (v) Information Technology Secretary; and
 - (vi) Assistant Information Technology Secretary.
 - (c) The Student Life Wing, led by the Vice-President (Student Life), which consists of the:
 - (i) Director of Freshmen Orientation Projects;
 - (ii) Deputy Director of Freshmen Orientation Projects;
 - (iii) Director of Student Relations; and
 - (iv) Deputy Director of Student Relations.
 - (d) The Student Development Wing, led by the Vice-President (Student Development), consists of the:
 - (i) Director of Academic Liaison;
 - (ii) Deputy Director of Academic Liaison;
 - (iii) Director of Community Service; and
 - (iv) Deputy Director of Community Service.
 - (e) The Internal Relations Wing, led by the Vice-President (Internal Relations), consists of the:
 - (i) Director of Welfare;

- (ii) Deputy Director of Welfare;
 - (iii) Director of Sports; and
 - (iv) Deputy Director of Sports.
 - (f) The External Relations Wing, led by the Vice-President (External Relations), consists of the:
 - (i) Director of Marketing;
 - (ii) Deputy Director of Marketing;
 - (iii) Director of Publicity; and
 - (iv) Deputy Director of Publicity.
11. For the purposes of 10(b) to 10(f), should there be more than one,
- (a) Assistant Secretary will refer to all Assistant Secretaries; and
 - (b) Deputy Directors will refer to all Deputy Directors.

Restrictions on the Management Committee

12. Only a Member shall –
- (a) be an Officer of the Management Committee; or
 - (b) a sub-committee member.
13. During the tenure of the Management Committee, the Management Committee Officers shall not leave Singapore for a consecutive period of:
- (a) More than two weeks during the December school vacation period; and
 - (b) More than one month for any period that does not falls in 11(a).
14. Notwithstanding section 11, Management Committee Officers may leave Singapore for a specified duration provided approval is given for the specified duration by:
- (a) If the Management Committee Officer is from the Presidential Cell:
 - (i) Any of the Club Advisors.
 - (b) If the Management Committee Officer is not from the Presidential Cell:
 - (i) The majority approval of the Presidential Cell; or
 - (ii) Any of the Club Advisors
15. Any Management Committee Officer who fails to follow section 11 and section 12 shall be automatically relieved from his or her appointment by the discretion of the General Secretary.

Duties and Powers of Management Committee Officers

16. In addition to the duties and power of the Office Bearers as stated in the Constitution, the Management Committee Officers shall have additional duties and powers as follows:
- (a) The President shall –
 - (i) be the Chairperson of the Management Committee;
 - (ii) be responsible for representing the Club and its Members interest in the Council Central Committee;
 - (iii) be responsible for and countersign all bills of the Club, including but not restricted to all financial/procurement quotations, invoices, claims and reimbursement forms;
 - (iv) together with the Financial Secretary, plan and propose the Club's Budget required for the preceding period, maintain an oversight on the financial status of the Club and ensuring adherence to all financial guidelines;

- (v) ensure proper handover of all records to the incoming Management Committee Officers during the change of the term of office;
- (vi) appoint committees for the purpose of carrying out its projects with all such committees to be appointed among the Members;
- (vii) be accountable for all activities held in the Club's name;
- (viii) be a Council Representative in accordance to NUSSU Constitution Article 3.4.(1).(b);
- (ix) elect Council Representatives from Officers of the Management Committee to the Union Council in accordance with the provisions of the NUSSU Constitution and NUSSU Regulations;
- (x) shall be in charge of the Presidential Cell and the Presidential Wing;
- (xi) appoint standing or special committees for the proper administration of the Club and to exercise control over such committees;
- (xii) delegate to such committees such powers as he or she considers necessary; and
- (xiii) in the even the President becomes temporarily unavailable:
 1. Delegate the duties and powers of the President among members of the Presidential Cell; or
 2. Appoint an Acting President.
- (b) The Vice-President(s) shall –
 - (i) be responsible for and in charge of the cells under him or her or them; and
 - (ii) serve as any director of the cell under them should that position become vacant.
- (c) The General Secretary shall –
 - (i) accept the resignation of any Member of the Management Committee;
 - (ii) accept the resignation of any Council Representative or Officer of the Management Committee and to fill, in accordance with the NUSSU Constitution, NUSSU Regulations, this Constitution and the Club's Election Regulations, the vacancy thus arising;
 - (iii) be in charge of the Club's email blasts;
 - (iv) take disciplinary action against Members and Officers who violate the Constitution; and
 - (v) be responsible for the management of the clubroom.
- (d) The Financial Secretary shall –
 - (i) be the ex-officio Chairpersons of the Finance Committee; and
 - (ii) be responsible for guiding the Management Committee and the sub-committee members on the correct financial procedures to follow.
- (e) The Information Technology Secretary shall –
 - (i) be the ex-officio Chairpersons of the IT Committee; and
 - (ii) oversee all IT matters of the Club, including but not restricted to:
 1. The Club's website;
 2. The Club's email domain; and
 3. The generation of suitable Information Technology programs to aid the Management Committee or their sub-committees in carrying out their duties.
- (f) The Director of Freshmen Orientation Projects shall –
 - (i) be in charge of all Freshmen Orientation Projects;
 - (ii) cultivate an inclusive and welcoming environment for the incoming freshmen;

- (iii) recruit the respective Project Directors of the Freshmen Orientation Projects; and
 - (iv) make changes to the Freshmen Orientation Projects as he or she deem necessary for the overall good of the freshmen.
 - (g) The Director of Student Relations shall –
 - (i) manage all feedback channels of the Management Committee;
 - (ii) keep a record of all feedback;
 - (iii) be in charge of the integration of the international students;
 - (iv) be in charge of the lockers; and
 - (v) be in charge of any interactions between the Management Committee and the student population.
 - (h) The Director of Academic Liaison shall –
 - (i) be the ex-officio Chairpersons of the Academic Liaison Committee;
 - (ii) promote the academic interests and facilitate the academic pursuits of Members;
 - (iii) oversee all academic matters of members; and
 - (iv) be the point of contact with NUS offices with regards to academic matters of Club.
 - (i) The Director of Community Service shall –
 - (i) be the ex-officio Chairpersons of the Community Service Committee;
 - (ii) organise community service activities for Members; and
 - (iii) cultivate an environment for community service within School of Computing;
 - (j) The Director of Sports shall –
 - (i) be the ex-officio Chairpersons of the Sports Committee;
 - (ii) oversee the club's participation in the Inter Faculty Games (IFG);
 - (iii) oversee the promotion of health and fitness of Members; and
 - (iv) be the point of contact to Sports Club.
 - (k) The Director of Welfare shall –
 - (i) be the ex-officio Chairpersons of the Welfare Committee; and
 - (ii) oversee all welfare matters of Members.
 - (l) The Director of Marketing shall –
 - (i) be the ex-officio Chairpersons of the Marketing Committee;
 - (ii) be in charge of generation income for the Club;
 - (iii) oversee all marketing efforts of the Club;
 - (iv) oversee the branding efforts of the Club to potential sponsors; and
 - (v) oversee the merchandise of the Club;
 - (m) The Director of Publicity shall –
 - (i) be the ex-officio Chairpersons of the Publicity Committee; and
 - (ii) oversee all publications of the Club, including, but not restricted to:
 1. Videography coverage;
 2. Photography coverage;
 3. Posters generation and coverage; and
 4. Social media coverage.
17. The responsibilities laid out in 14(c) to 14(m) applies to the respective Assistant Secretaries and Deputy Directors, should there be any.
18. The Secretaries, Directors, Assistant Secretaries, and Deputy Directors of the Management Committee whose duties and powers are laid out in 14(c) to 14(m), subject to the approval of the Vice-President in charge of their Wing and the President, shall –

- (a) recruit committee members as they deem necessary to fulfil their duties; and
- (b) delegate responsibilities to their committee members to fulfil their duties;

Vacancies

19. Promotion of Management Committee Officers to a higher position shall abide by the following rules:
- (a) The promotion requires the majority vote of all present Voting Officers in a Management Committee meeting.
 - (b) No co-opted may be promoted to the role of President.
 - (c) The promotions that are allowed shall be restricted to the promotion of –
 - (i) A Assistant Secretary position to a Secretary position in the same cell;
 - (ii) A Deputy Director position to a Director position in the same cell;
 - (iii) A Secretary position to a Vice-President position;
 - (iv) A Director position to a Vice-President position in the same Wing; and
 - (v) A Vice-President position to the President position.
20. In the event there are multiple motions to promote different Officers to the same position, the Officer with the higher net vote will be promoted.

Election Committee

21. There shall be an Election Committee constituted in accordance to the relevant NUSSU Regulations and the Club's Election Regulation.
22. The members of the Election Committee shall be elected by a motion raised in an Ordinary Management Committee meeting.
23. The Election Committee consists of:
- (a) One Returning Officer, who is also the chairperson of the committee; and
 - (b) Two Election Officers.
24. Officers elected to the positions stated in 18(a) and 18(b) will not be eligible to run for the election for which the Election Committee in section 19 is conducting.

General

25. All press releases on matters within the purview of the Union shall be made by the President or the General Secretary with the prior approval of the Management Committee.

Regulations

26. Subject to the approval of the Management Committee, the Presidential Cell may draw up regulations:
- (a) For the procedure for all meetings of the Club; or
 - (b) For any other purposes the Management Committee deems necessary to the functioning of the Club.