



Computing Club Constitution

Article I Name and Place of Business

1. The name of the Club shall be "The National University of Singapore Students' Computing Club" and shall hereafter be referred to as "the Club".
2. The Club shall be a constituent body of the National University of Singapore Students' Union.
3. The official place of business of the Club shall be

National University of Singapore
Computing 1
13 Computing Drive
Singapore 117417, #02-14
Republic of Singapore

Article II Objects

1. To promote the academic and social pursuits of the members of the Club, and in particular the study of matters pertaining to the field of Computing.
2. To look after the welfare of the members of the Club regardless of race, religion, politics and nationality.
3. To provide a recognised means of communication between the members of the Club and the University, or any external bodies.

Article III Membership

1. Full membership of the Club shall be confined to, and be compulsory for matriculated, full-time, undergraduate students of School of Computing.
2. Full members shall have the right to:
 - a. Stand for election, nominate or second a candidate for election and to vote in the Club's election.
 - b. Speak and vote at general meetings of the Club.
 - c. Participate in activities of the Club.
3. Members shall abide by the Constitution and not act in any way inconsistent with its objects.

Article IV Administration

a. Management Committee

The administration of the Club shall be vested in the Management Committee, which shall be elected in accordance with the provisions of Clause 7 of Statute 11 (The National University of Singapore Students' Union).

b. Composition of the Management Committee

- a. The Management Committee shall consist of the following members:
 - i. The President
 - ii. The Vice-President (Finance & External Relations)
 - iii. The Vice-President (Operations & Projects)
 - iv. The Vice-President (Human Resource & Development)
 - v. The General Secretary
 - vi. The remaining Management Committee members holding non-constitutional positions

All except the Vice-President (Finance & External Relations) shall be eligible for reappointment to the same appointment.

- b. The members of the Management Committee shall be elected annually by the members of the Club.
- c. Members of the Management Committee shall hold office from the date of election until the next occasion upon which a new committee is elected.
- d. The names of the office bearers and members of the Management Committee shall be submitted to the University Registrar within seven days after they have taken up their office.
- e. The Management Committee members shall not leave Singapore for more than two weeks during the December School Vacation Period and one month during the June School Vacation Period. However the Management Committee members may get longer leave of absence given the majority approval of President Cell of the Management Committee and endorsement of the School of Computing Deanery. Should the Management Committee member be from the President Cell, approval will be sought from the School of Computing Dean. Any Management Committee member who fails to follow this ruling will automatically be relieved from his/her appointment.

A Disciplinary Committee made up of members of the Management Committee and a member from the School of Computing Deanery shall serve the notice of expulsion from the Management Committee to the member who infringed this rule. The member can choose to appeal in writing within three days from the

notification of expulsion. If the decision of expulsion stands after taking into consideration the appeal (if any), the member shall give up any recognition, rewards or benefits which may come with the appointment.

c. Functions of the Management Committee

The Management Committee shall:

- a. Be responsible for the formulation of policies and organisation of activities which are consistent with the objects of the Club.
- b. Have charge of the properties of the Club.
- c. Be responsible for the proper expenditure of the Club's finances in accordance with an approved budget.
- d. Publish an annual report on the Club's activities, which shall also include the annual accounts of the Club.

d. Powers of the Management Committee

The Management Committee shall have the following powers:

- a. To elect representatives from among its members to the Council of the Students' Union in accordance with the provisions of Clause 8 Statute 11 (The National University of Singapore Student's Union).
- b. To collectively approve the provisional annual budget prepared by the Vice-President (Finance & External Relations) for the two periods 1 October to 31 March and 1 April to 30 September prior to its submission to the University Council for approval.
- c. To appoint standing or special committees for the proper administration of the club and to exercise control over such committees.
- d. To delegate to such committees powers as it considers necessary.
- e. To accept the resignation of any representative of The National University of Singapore Students' Union or member of the Management Committee or any office bearer of the Club.
- f. To appoint a Club member to fill a vacancy that may arise from resignation, or other cause, of a Management Committee Member elected by the Club to the Council of The National University of Singapore Students' Union. Such appointments shall not be made from among the Management Committee members.
- g. To take disciplinary action against members who violate the Constitution of the Club or act in any manner prejudicial to the Club.
- h. To authorise publications or release official statements on behalf of the Club, ensuring such publications and statements to be consistent with the objects of the Club. Only members approved by the Management Committee may make official statements, and only on issues

they are authorised to comment on. All publications and official statements shall be in the name of the Club and not the National University of Singapore Students' Union, notwithstanding the fact that the Club is a constituent body of the Union.

- i. To decide upon any matter consistent with the objects of the Club but not provided for in this Constitution.
- j. To convene meetings of the Club.
- k. To co-opt members for the proper administration of the Club which can take one of the following forms:
 - i. If only so many candidates are nominated for election to the Management Committee, those candidates shall be deemed to be elected and the Management Committee may appoint further members to complete the required number to satisfy the requirements of Article IV Sub-Clause 2(a) herein. The members so appointed shall be deemed to have been elected at the Annual General Meeting and shall be entitled to vote at the Management Committee meetings.
 - ii. The Management Committee may co-opt up to three members (in addition to the required number to satisfy the requirements of Article IV Sub-Clause 2(a) herein) to sit in the Management Committee and such members shall hold office until the next Annual General Meeting following their co-option. Such co-opted members shall not have a vote at Management Committee meetings and shall not be deemed to be Management Committee members.
 - iii. The Management Committee may co-opt previous Management Committee members as Honorary Fellows. Honorary Fellows shall hold office until the next Annual General Meeting following their co-option. Such co-opted members shall not have a vote at Management Committee meetings and shall not be deemed to be Management Committee members. Honorary Fellows have an advisory role to the Management Committee.

e. Meetings of the Management Committee

- a. These shall be either Ordinary or Extraordinary.
- b. Ordinary meeting:
 - i. Ordinary meetings shall be held at least twice per term of office.
 - ii. The date and time of meeting shall be determined by the President but the first meeting in the academic year shall be held not later than one week following the AGM.

- iii. The General Secretary shall give at least seven days' notice of such meetings.
 - iv. Members of the Management Committee shall give three days' notice prior to the meeting date to the General Secretary of amendments to the Agenda.
- c. Extraordinary Meeting
- i. Extraordinary meetings shall be held whenever matters requiring attention as deemed by the Management Committee arise or when a written request signed by three committee members of the Management Committee is received by the General Secretary.
 - ii. Only the matter for which the Extraordinary meeting is called shall be on the Agenda.
 - iii. An Extraordinary meeting shall be convened by the General Secretary within five days of the receipt of the written request for the meeting, but if the urgency of the Agenda requires shorter notice as determined by the President, it may be convened within three days, but not less than one day later, after the receipt of the request.
- d. At least half of the existing members of the Management Committee shall constitute a quorum.
- e. The President, or in his absence, one of the three Vice-Presidents, shall preside at the meetings of the Club. In the absence of the President and Vice-Presidents at any meeting, the Management Committee shall elect a Chairperson (who shall not be the General Secretary) from among its members.

Article V Duties and Powers of the Office Bearers

1. The President

The President shall:

- a. Be the chairperson at all meetings of the Management Committee.
- b. Have the right to call for meetings of the Management Committee and of the Club.
- c. Grant a member of the Management Committee (other than the General Secretary), who has been elected to officiate as Chairperson, in the absence of the President, a casting vote at meetings of the Management Committee.
- d. Countersign all the bills of the Club.

2. The Vice-Presidents

The Vice-President (Finance & External Relations) shall be directly in charge of all matters pertaining to finances as well as external relations in the Club.

The Vice-President (Operations & Projects) shall be directly in charge of all matters pertaining to operations in the Club.

The Vice-President (Human Resource & Development) shall be directly in charge of all matters pertaining to student welfare and internal affairs in the Club.

The Vice-Presidents shall:

- a. Have all duties, power and responsibilities of the President devoted upon them in the absence of the President.
- b. One of the Vice-Presidents shall be internally elected by the Management Committee to succeed the President for the remainder of the President's term of office in the event of the President position falling vacant and to fill, by the Management Committees' appointment from among the Club members, the vacancy (the Vice-President) thus arising.

3. The General Secretary

The General Secretary shall:

- a. Be responsible for convening all meetings of the Club and of the Management Committee.
- b. Be responsible for the proper administration of such premises as may be assigned to the Club by the University Council in accordance with such conditions as may be laid down by that Council.
- c. Keep minutes of meetings of the Management Committee and of the Club.
- d. Have charge of all Club records and conduct the correspondence of the Club.
- e. Submit at Management Committee meetings any matter for discussion received from members of the Club.
- f. Submit the records of the Club for inspection by any member of the Club who shall have given seven days' notice of intention to inspect the records with the approval of the Management Committee.
- g. Prepare the annual report of the Club for presentation to members.

4. The Vice-President (Finance & External Relations)

The Vice-President (Finance & External Relations) shall:

- a. Prepare and submit to the University Bursar, on behalf of the Management Committee, the provisional annual budget of the Club for the two periods 1 October to 31 March and 1 April to 30 September for approval by the University Council, such budget to be prepared within three weeks of the election of the Management Committee.

- b. Keep a record of the Club's accounts.
- c. Present at the Annual General Meeting, for the information of members, the Club's audited accounts for the preceding year.
- d. Receive, on the behalf of the Club, any funds that may be paid to the Club. Such funds shall be remitted to the University Bursar for credit to the Club's account.
- e. Sign and submit to the University Bursar for payment of all bills of expenditure, properly incurred in accordance with the approved budget, such bills to be countersigned by the President.

5. Publicity

The Publicity Director shall:

- a. Be ex-officio member of all editorial boards of the Club's publications, enjoying privileges of membership and acting as liaison between the Management Committee and such editorial boards.
- b. Publicize such activities of the Club as may be directed by the Management Committee.
- c. Disseminate such information as may be released by the Management Committee.
- d. Be responsible for the co-ordination of the work of the editors of the Club's publications.

6. Welfare Director

The Welfare Director shall:

- a. Be ex-officio Chairperson of the Welfare Committee.
- b. Oversee all matters related to the welfare of the Club's members.
- c.

Article VI Committees

1. There shall be the following Committees:

- a. Publicity Committee
- b. Welfare Committee
- c. Elections Committee

2. The Publicity Committee

a. Composition

The Publicity Committee shall consist of the following:

- i. The Director of Publicity who shall be ex-officio Chairperson.
- ii. At least four members from the Club who are not part of the Club's Management Committee.
- iii. The Committee may elect a Secretary and a Treasurer from among its own members.

b. Duties

The Publicity Committee shall:

- i. Be responsible for the production of any publication which the Management Committee may direct, all such publications to be in accordance with the provisions of Article IV clause 4(h) herein.
- ii. Assist the Management Committee in the performance of its official duties.

c. Powers

The Publicity Committee shall have powers to:

- i. Appoint sub-committees for the purpose of assisting the Committee in the execution of its duties.

3. The Welfare Committee

a. Composition

The Welfare Committee shall consist of the following:

- i. The Director of Welfare who shall be ex-officio Chairperson.
- ii. At least four members from the Club who are not part of the Club's Management Committee.
- iii. The Committee may elect a Secretary and a Treasurer from among its own members.

b. Duties

The Welfare Committee shall:

- i. Be responsible for bringing to the notice of the Club any problem affecting the welfare of the Club's members that may arise within the University.

- ii. Recommend to the Club such course of action as may be taken for the purpose of alleviating student welfare problems within the University and implement such decisions for the Club as may be directed to the Committee for this purpose.

c. Powers

The Welfare Committee shall have powers to:

- i. Appoint sub-committees for the purpose of assisting the Committee in the execution of its duties.

Article VII Finance

1. The financial year shall be the financial year of the National University of Singapore Students' Union, extending from 1 April to 31 March of the year following.
2. All bills of expenditure of the Club and any of its committees, properly incurred, in accordance with the approved budget, shall be submitted to the Vice-President (Finance & External Relations) who will endorse and forward all such bills, countersigned by the President or the Vice-President(s), to the University Bursar for payment.
3. Any application for special or supplementary grant shall be subjected to endorsement by the Management Committee and shall be submitted by the Vice-President (Finance & External Relations) to the University Bursar for approval.
4. All committees of the Club, before making any collections on behalf of the Club, must obtain the sanction of the Management Committee. All funds collected shall be paid to the University Bursar for credit to the appropriate account.
5. The Club and the committees shall not operate any bank accounts.
6. The auditors of the Club's annual account shall be the auditors of The National University of Singapore Students' Union.
7. The auditors' fees for the audit of the Club's accounts shall be met from the Club's funds.

Article VIII Elections

1. The first election of an academic year of the Management Committee members and the Executive Committee members to the Council of the National University of Singapore Students' Union shall be conducted in accordance with the provisions prescribed in the Elections Standing Order.

Article IX General Meetings

1. General meetings shall be convened by the General Secretary.
2. These shall be the Annual General Meeting or Extraordinary General Meetings.
 - a. The Annual General Meeting shall be held not later than the second week of September.

- b. Notice of the Annual General Meeting shall be given to members not less than ten days before the date of the Meeting.
- c. Any business for discussion at the Annual General Meeting, excluding a vote of no confidence on the Management Committee, shall be handed in, in writing by five percent of the voting members of the Club, to the General Secretary not less than seven days before the date of the Meeting.

3.

- a. An Extraordinary General Meeting shall be convened by the General Secretary either:
 - i. On the instructions of the President;

Or

- ii. On the instructions of the Management Committee.

Or

- iii. Voting members of the Club, together with a written statement of the object, excluding a vote of no confidence on the Management Committee, for which the meeting is called.
- b. The General Secretary shall hold an Extraordinary General Meeting within two weeks of the receipt of the request for the Meeting.
- c. Notice of an Extraordinary General Meeting shall be put up not less than three days before the date of the Meeting.
- d. No Extraordinary General Meeting shall be convened during vacations.
- e. Only the matter for which the Extraordinary General Meeting is called shall be on the Agenda.
- f.
 - i. A vote of no confidence on the Management Committee or any member of that Committee may be taken at the General Meeting, provided it is on the Agenda for that Meeting.
 - ii. Such a request shall be handed in, in writing by not less than ten percent of the voting members, to the General Secretary not less than seven days before the date of the Meeting.
 - iii. In such event and at the same General Meeting, the Club shall elect a new Management Committee or another member of that Committee for the remainder of the term of office of the Management Committee, as the case may be.

- g. In the event of the Management Committee intending to resign en bloc, it shall do so only to the Club at an Extraordinary General Meeting to be convened for this purpose. The Club shall then elect a new Management Committee at the same Extraordinary General Meeting to hold office for the remainder of the term of office of that Committee.
- h.
 - i. At least one hundred and fifty members or ten percent of the members, whichever is less, present at the commencement of a Meeting, shall constitute a quorum.
 - ii. In the event of the required number not being present, the Meeting may proceed with its agenda except for a vote of no confidence on the Management Committee and amendments to the Constitution.
- i. Motions shall be carried by simple majority vote.
- j. Members can vote by proxy. Each member shall not be a proxy for more than four other members and each member shall not have more than one proxy.
- k. All decisions made at the General Meeting shall be binding on members of the Club.

Article X Discipline

- 1. The existing Articles of the Constitution shall bind all members.
- 2. Disciplinary action in one of the following forms may be taken against any member who violates any of the Articles of the Constitution or acts in any way derogatory to the Club:
 - a. Fines not exceeding fifty dollars.
 - b. Suspension from any or all of the privileges of membership for a period not exceeding one year.
- 3. The Management Committee shall take disciplinary action only when two-thirds of the members of the Committee present have voted for such action.

Article XI Amendments to the Constitution

- 1. The University Council may propose amendments to the Constitution, including the revocation of part or whole of the Constitution, and such amendments, immediately on their being prescribed by the Statute, and shall be communicated to the General Secretary.
- 2. The Club or its Management Committee may propose, for the University Council's consideration, amendments to the Constitution, including the revocation of part or whole of the Constitution, provided that a simple majority vote by the quorum at the meeting has voted in favour of such amendment.
- 3. An amendment to the Constitution, or a revocation thereof, shall take effect immediately after it has been prescribed by the Statute or on such date may be prescribed by the Statute.

Article XII Interpretation of the Constitution

1. In the event of a controversy arising over the interpretation of the Articles of the Constitution at a meeting of the Club, ruling shall be made by the Management Committee.
2. In the event of a controversy arising over the interpretation of the Articles of the Constitution at a meeting of the Management Committee, ruling shall be made by a majority vote.
3. In the event of a controversy arising over the interpretation of the Articles of the Constitution at meetings of sub-committees, the Chairperson shall give the ruling.

