

**CONSTITUTION**  
**OF**  
**THE NATIONAL UNIVERSITY OF SINGAPORE STUDENTS' COMPUTING CLUB**

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THE NATIONAL UNIVERSITY OF SINGAPORE STUDENTS' UNION  
STUDENTS' COMPUTING CLUB**

**DEFINITIONS**

1. In this Constitution (if not inconsistent with the subject or context), the words and expressions set out in the first column below shall bear the meanings set opposite to them respectively.

"Academic Year"	The academic year as prescribed by the University.
"Adjudication Committee"	The Adjudication Committee of the Union.
"Annual General Meeting"	The annual general meeting of the Club.
"Associate Bodies"	The entities referred to under Article 2.7 of the Constitution of the Union, and "Associate Body" shall refer to any of such entities.
"Board of Trustees"	The Board of Trustees of the University.
"Club"	The National University of Singapore Students' Computing Club.
"Club Rule"	Any written law or regulations passed by the Management Committee and which is in operation in the Club, and "Club Rules" shall be construed accordingly.
"Constitution of the Union"	The constitution of the Union.
"Constitution of the University"	The Constitution of the National University of Singapore registered under the Companies Act (Cap. 50) as may be revised from time to time.
"Council of the Union"	The Union Council as constituted by paragraph 9 of Regulation 9 and which is governed by the Constitution of the Union.
"Council Representatives"	The Council Representatives referred to in Article 3.5(1) of the Constitution of the Union.
"Elections Regulations"	The Executive Committee Elections Regulations and the Management Committee Elections Regulations.
"Executive Committee"	The Executive Committee of the Union referred to in Article 4.1 of the Constitution of the Union.
"Executive Committee"	The Executive Committee Elections Regulations prescribed by the Union.

Elections  
Regulations”

“Faculty”	National University of Singapore School of Computing
“General Meeting”	A general meeting of the Club, and “General Meetings” shall be construed accordingly.
“Governing Law”	The Constitution of the University, the Statutes, the Regulations, policies or procedures established by the Board of Trustees or where applicable the President of the University or the Senate of the University, the Constitution of the Union and Union Rules.
“in writing”	Written or produced by any substitute for writing or partly one and partly another and shall include (except where otherwise expressly specified in this Constitution or the context otherwise requires, and subject to any limitations, conditions or restrictions contained in the Governing Law) any representation or reproduction of words, symbols or other information which may be displayed in a visible form, whether in a physical document or in an electronic communication or form or otherwise howsoever.
“Management Committee”	The Management Committee of the Club described in paragraph 6 of Regulation 9.
“Management Committee Elections Regulations”	The Management Committee Elections Regulations prescribed by the Union.
“Management Committee Member”	A member of the Management Committee.
“Member”	A member of this Club.
“Office of Financial Services”	The Office of Financial Services of the University.
“Regulation 9”	Regulation 9 of the University.
“Statutes”	The statutes of the University made or revised by the Board of Trustees from time to time.
“this Constitution”	This Constitution as from time to time altered.
“Union”	The National University of Singapore Students’ Union.
“Union Rules”	Any written law or regulations passed by the Council of the Union or

pursuant to a referendum carried out among all Union members.

“University”            National University of Singapore, Company Registration Number 200604346E.

Unless otherwise defined, all capitalised terms shall bear the definitions given to them under the Constitution of the Union.

### **NAME**

2.        This Club shall be known as the “National University of Singapore Students’ Computing Club”, hereinafter referred to as the “Club”.

### **PLACE OF BUSINESS**

3.        The place of business of the Club shall be at 13 Computing Drive, Singapore 117417, or such other address as may be prescribed by the Dean of NUS School of Computing.

### **FUNCTIONS**

4.        The functions of the Club are:
  - (a)      to promote and safeguard the interests of the Members;
  - (b)      to uphold and respect the dignity and equality of every Member;
  - (c)      to promote the welfare of Members;
  - (d)      to promote the academic and social pursuits of the Members of the Club;
  - (e)      to promote the study of matters pertaining to the field of Computing; and
  - (f)      to provide a recognised means of communication between the Members of the Club and the University.

### **PARAMOUNT CLAUSE**

5.        In the event of any provision of this Constitution being inconsistent with any provision of the Governing Law, that provision of the Governing Law shall prevail and that provision of this Constitution shall to the extent of the inconsistency be void.

### **MEMBERSHIP**

6.        All registered full-time undergraduate students registered under the Faculty shall be Members.
7.        Members shall abide by this Constitution and the Governing Law, and shall not act in any way inconsistent with the functions of the Club.
8.        Members shall have the right to:

- (a) stand for election, nominate or second a candidate for election, and vote in elections of the Management Committee and elections of the Executive Committee;
- (b) to be co-opted;
- (c) attend, speak and vote at General Meetings; and
- (d) participate in activities of the Club.

### **ADMINISTRATION**

9. The administration of the Club shall be vested in the Management Committee, which shall be elected in accordance with the provisions of the Management Committee Elections Regulations and this Constitution.

### **MANAGEMENT COMMITTEE**

10. Subject to the Management Committee Elections Regulations, the Management Committee Members shall be elected annually by Members not later than the eighth week of Semester 1 of the Academic Year, and shall hold office from that year's Annual General Meeting until the next Annual General Meeting.
11. Subject to the Management Committee Elections Regulations, the Management Committee shall consist of at least the following members:<sup>10</sup>
  - (a) President of the Club;
  - (b) One or more Vice-President(s) of the Club;
  - (c) General Secretary of the Club;
  - (d) Finance Secretary of the Club;
12. The office bearers of the Management Committee shall be elected in accordance with the Management Committee Elections Regulations, and shall hold office from the date of the Annual General Meeting to be convened not later than 14 days following the date of the election until the close of the next Annual General Meeting. The names and respective offices

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<sup>10</sup> The number of Management Committee Members (and accordingly, the number of positions) shall be in accordance with paragraph 8 of Regulation 9, which provides the following:

"The size of each Management Committee shall be as follows:

- (a) a Constituent Body listed in paragraphs 1(a) to (k) of this Regulation that has 1,500 members or less shall have at least four but no more than fifteen Management Committee members (whether elected or co-opted);
- (b) a Constituent Body listed in paragraphs 1(a) to (k) of this Regulation that has more than 1,500 members shall have at least sixteen but no more than thirty Management Committee members (whether elected or co-opted); and
- (c) a Constituent Body listed in paragraphs 1(l), (m), (n) or (o) of this Regulation shall have at least four but no more than thirty Management Committee members (whether elected or co-opted)."

of the office bearers of the Management Committee shall be submitted to the Dean of Students, Office of Student Affairs, within seven days of their election.

13. If a Management Committee Member ceases to be a Member before the term of his office expires, he shall cease to be a Management Committee Member. Subject to the Management Committee Elections Regulations, if a Management Committee Member ceases to be a Member before the term of his office expires by reason only of his having completed his undergraduate course of study, he shall cease to be a Management Committee Member unless the President of the University deems him eligible to continue his membership of the Club.
14. Subject to the Management Committee Elections Regulations, all Management Committee office bearers shall be eligible for re-election, provided that the Finance Secretary of the Club shall not hold the same post for two (2) consecutive terms.
15. The functions of the Management Committee shall include the following:
  - (a) to manage and supervise the affairs of the Club;
  - (b) to be responsible for the formation of policies and organisation of activities which are consistent with the objects of the Club;
  - (c) to take charge of the properties of the Club;
  - (d) to be responsible for the proper financial management of the Club's finances; and
  - (e) publish to Members an annual report on the Club's activities, which shall also include the annual accounts of the Club.
16. The Management Committee shall have the power to, *inter alia*:
  - (a) 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, whereby:
    - (i) the Management Committee Members to be elected as such representatives shall be those Management Committee Members who receive the highest number of votes at an election held for such purpose at a Management Committee meeting; and
    - (ii) the ratio of such representatives in relation to the size of the Management Committee shall be 1:5 or part thereof, subject to a maximum of four representatives;
  - (b) notwithstanding any provision of this Constitution but subject to the Governing Law, establish any Club Rule as it may deem necessary or desirable in the interests of the Club or for the effective management of the Club, provided that any Club Rule so established which is contrary to any provision of the Governing Law or this Constitution shall to the extent of the inconsistency be void;

- (c) consider the provisional annual budget prepared by the Finance Secretary of the Club for each financial period lasting from 1 October to 30 September of the following year prior to its submission to the Dean of NUS School of Computing for approval;
- (d) appoint standing committees for the proper administration of the Club;
- (e) accept the resignation of any Council Representative and to fill, by appointment from among the Management Committee Members, the vacancy thus arising;
- (f) accept the resignation of any member of the Management Committee and to
  - (i) fill, either by way of co-opting Members or by conducting by-elections in accordance with the Management Committee Elections Regulations, the vacancy thus arising, provided that such co-opted Members shall not be entitled to vote at Management Committee meetings. Notwithstanding such power to co-opt, the President of the Club shall always be an elected Management Committee Member;
  - (ii) fill, by way of promoting Management Committee Members to a higher position or any like manner as indicated in the NUS Students' Computing Club Officers Regulation, the vacancy thus arising, provided that no non-elected Management Committee Member shall be promoted to the position of President; or
  - (iii) re-distribute the responsibilities of the member of the Management Committee who resigned amongst the remaining members of the Management Committee, provided that the powers under clause 16(f)(ii) shall not apply or be exercised in situations where (1) the remaining number of Members would drop below the minimum required under clause 11 above; and/or (2) the member of the Management Committee who resigned is:
    - 1. the President of the Club;
    - 2. the only Vice-President of the Club;
    - 3. the General Secretary of the Club; or
    - 4. the Finance Secretary of the Club;
- (g) take disciplinary action against Members who violate this Constitution, or any Club Rule established by the Management Committee, or who act in any manner prejudicial to the Club;
- (h) authorise publications or release official statements on behalf of the Club, such publications and statements to be consistent with the functions of the Club. No official statement may be made except by the President or General Secretary of the Club and only with the approval of the Management Committee. All publications and official statements shall be in the name of the Club and not the Union, notwithstanding that the Club is a constituent body of the Union;

- (i) give a decision upon any matter consistent with the objects of the Club but not provided for in this Constitution;
- (j) convene General Meetings;
- (k) co-opt Members for the proper administration of the Club, which can take one of the following forms:<sup>14</sup>
  - (i) if the number of elected Management Committee Members is fewer than the required number to satisfy the requirements under paragraph 8 of Regulation 9, the Management Committee may co-opt further Members to satisfy the requirements under paragraph 8 of Regulation 9, provided that any such co-opted Member shall not be entitled to vote at Management Committee meetings and shall hold office until the next Annual General Meeting following his co-option; or
  - (ii) the Management Committee may co-opt additional Members who shall hold office until the next Annual General Meeting following their co-option and shall not be entitled to vote at Management Committee meetings, provided that the limit on the size of the Management Committee under paragraph 8 of Regulation 9 is complied with;
- (l) promote Management Committee Members to any vacant higher position as laid out in this Constitution or in the NUS Students' Computing Club Officers Regulation, or any like manner as indicated in the NUS Students' Computing Club Officers Regulation for the proper administration of the Club, provided that no non-elected Management Committee Member shall be promoted to the position of President; and
- (m) establish subsidiary clubs.

17. Management Committee meetings shall be either Ordinary or Extraordinary:

- (a) Ordinary meetings shall be held at least twice a term, for which at least seven days' notice shall be given to all Management Committee Members by the General Secretary of the Club. A Management Committee Member shall give three days' notice to the General Secretary of the Club of any proposed amendment to the agenda of an Ordinary meeting. The date and time of an Ordinary meeting shall be determined by the President of the Club, provided that the first Ordinary meeting shall be held not later than the tenth week of the first term.
- (b) Extraordinary meetings shall be held whenever matters requiring urgent attention arise, or when the General Secretary of the Club receives a written request signed by three Management Committee Members for an Extraordinary meeting to be convened, in which case an Extraordinary meeting shall be convened by the General Secretary of the Club within five days of the receipt of such written request, provided that if the urgency of the matter requires shorter notice, it may be convened within three days but not less than 24 hours after the receipt of the written request. Only the matter for which the Extraordinary meeting is called shall be on the agenda.

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<sup>14</sup> To ensure that this complies with the limits set out in footnote 10 above.



18. At least half of all the Management Committee Members who are entitled to vote at Management Committee meetings shall constitute a quorum of a Management Committee meeting.
19. Co-option of Management Committee members shall be passed at an Ordinary Management Committee meeting with a majority vote by the Management Committee Members with voting rights present at such Ordinary Management Committee meeting.

#### **DUTIES AND POWER OF OFFICE BEARERS**

20. Every holder of the office of President, Vice-President(s), General Secretary, Finance Secretary of the Club shall have a duty to avoid a conflict of interest with his duties as holder of such office. Every holder of such office who is in any way, whether directly or indirectly, interested in a transaction or proposed transaction with the Club shall, as soon as practicable after the relevant facts have come to his knowledge:
  - (a) declare the nature of his interest at a Management Committee meeting or send a written notice to the Management Committee containing details on the nature, character and extent of his interest in the transaction or proposed transaction with the Club; and
  - (b) recuse himself from the deliberations on, and abstain from voting on, any matter in which he may have an interest.

Where a holder of any of the foregoing offices concurrently holds a similar office in a similar organisation which has objects similar to that of the Club, the holding of such similar office shall be deemed to be an instance of a conflict of interest.

21. The President of the Club shall:
  - (a) be the chairperson at all Management Committee meetings;
  - (b) have the right to call General Meetings and Management Committee meetings;
  - (c) have a casting vote at Management Committee meetings and in the absence of the President of the Club, a Management Committee Member, who shall not be a co-opted Member, chosen to be chairman of the Management Committee meeting shall have a casting vote at the Management Committee meeting, provided that such Management Committee Member shall not be the General Secretary of the Club.
22. The Vice-President(s) of the Club shall:
  - (a) have all duties, powers and responsibilities of the President of the Club devoted upon him or her in the absence of the President of the Club;
  - (b) succeed the President of the Club for the remainder of the term of office of the President of the Club in the event of such position falling vacant or until such time a new President of the Club is elected; and

- (c) assist the President of the Club in the exercise of his duties, powers and responsibilities; or
23. The General Secretary of the Club shall:
- (a) be responsible for convening all General Meetings and Management Committee meetings;
  - (b) keep minutes of General Meetings and Management Committee meetings;
  - (c) carry out decisions of the Club and of the Management Committee;
  - (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;
  - (f) submit the records of the Club for inspection by any Member who has given one week's notice of the intention to inspect the records; and
  - (g) prepare the Annual Report of the Club for presentation to Members.
24. The Finance Secretary of the Club shall:
- (a) prepare and submit to the Dean of NUS School of Computing on behalf of the Management Committee, the provisional annual budget of the Club for one financial period lasting from 1 October to 30 September of the following year for approval by the Dean of NUS School of Computing, such budget to be submitted 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 accounts for the preceding year;
  - (d) receive, on behalf of the Club, any funds that may be paid to the Club, whereby such funds shall be collected and retained by the University in the respective account of the Club;
  - (e) review all bills of expenditure of the Club in accordance with the approved payment approval matrix; and
  - (f) keep an inventory of all properties belonging to the Club.
25. The office holders of all positions of the Club, whether indicated in this Constitution or the NUS Students' Computing Club Officers Regulations, shall have duties and powers as indicated in the NUS Students' Computing Club Officers Regulations to the extent that it does not contradict this Constitution, the Constitution of the Union, or the Constitution of the University.

## **STANDING COMMITTEES**

26. The Management Committee shall have the power to appoint such standing committees as it may deem necessary for the proper administration of the Club.
27. The Management Committee shall have the power to establish Club Rules relating to the governance of any standing committee so appointed. Any standing committee so appointed shall conform to any Club Rules which may from time to time be established by the Management Committee, and shall be terminated if so determined by the Management Committee. The business and affairs of any standing committee so established shall be managed by, or under the direction and supervision of, the Management Committee, and the Management Committee may delegate any of its powers or discretion to such standing committee. Notwithstanding the foregoing, no standing committee may establish any Club Rule unless at least two-thirds of the Management Committee has voted in favour of the proposed amendment, and such Club Rule is not inconsistent with any provision of the Governing Law or this Constitution.

## **SUBSIDIARY CLUBS**

28. The Management Committee shall have the power to establish subsidiary clubs and to establish Club Rules relating to the governance of any subsidiary club so established. Any subsidiary club so established shall conform to any Club Rules which may from time to time be established by the Management Committee, and shall be terminated if so determined by the Management Committee. The business and affairs of any subsidiary club so established shall be managed by, or under the direction or supervision of, the Management Committee. No subsidiary club may establish any Club Rule unless at least two-thirds of the Management Committee has voted in favour of the proposed amendment, and such Club Rule is not inconsistent with any provision of the Governing Law or this Constitution.

## **FINANCES**

29. The financial year of the Club shall be the financial year of the Union, extending from 1 October to 30 September of the following year.
30. The Club shall submit a budget in accordance with its programme of activities and within the limits of its financial resources for the approval of the Dean of NUS School of Computing at the beginning of each Academic Year, and all expenditure by the Club shall be in accordance with such budget.
31. All bills of expenditure of the Club and any of its standing committees and subsidiary clubs (if any), properly incurred in accordance with the approved budget, shall be submitted to the relevant persons in accordance with the approved payment approval matrix .
32. Any application for special or supplementary grant shall be subjected to endorsement by the Management Committee and shall be submitted by the Finance Secretary of the Club to the Dean of NUS School of Computing for approval.
33. All committees of the Club and subsidiary clubs (if any), before making any collections on behalf of the Club, must obtain the sanction of the Management Committee and approval

from the University for such collection. All funds raised by the Club shall be collected and retained by the University in the respective account of the Club.

34. The Club, including all committees of the Club and subsidiary clubs (if any), shall not operate any bank account.

## **ELECTIONS**

35. Elections shall be conducted in accordance with the provisions of the Elections Regulations, the terms of which are incorporated by reference herein, and the provisions of this Constitution. Subject to the provisions of the Elections Regulations, the Management Committee may establish Club Rules to regulate the elections process.

## **GENERAL MEETINGS**

36. General meetings shall be convened by the General Secretary of the Club.
37. The Club may hold General Meetings which shall be either Annual General Meetings or Extraordinary General Meetings.
38. An Annual General Meeting shall be held no later than 14 days after the release of the election results. In the event of a By-Election, the Annual General Meeting shall be held no later than 14 days after the release of the results of the By-Election. Notice of the Annual General Meeting shall be given to Members not less than 10 days before the date of the Annual General Meeting. If a Member wishes to propose any business for discussion at the Annual General Meeting, such Member shall provide the General Secretary of the Club with a description of such proposed business not less than one week before the date of the Annual General Meeting.
39. An Extraordinary General Meeting shall be convened by the General Secretary of the Club either: (a) on the instructions of the President of the Club; (b) on the instructions of the Management Committee; or (c) at the written request of not less than 10 per cent of all Members or 25 Members, whichever is less, together with a written statement of the object for which the meeting is called, in which case an Extraordinary General Meeting shall be held within one week of the receipt of such request; provided that no Extraordinary General Meeting shall be convened during the University's examination periods or the University's official semester breaks. Notice of an Extraordinary General Meeting shall be given to Members not less than three days before the date of the Extraordinary General Meeting. Only the matter for which the Extraordinary General Meeting is called shall be on the agenda of such meeting.
40. A vote of censure or of no confidence on the Management Committee or any Management Committee Member may be taken at the Annual General Meeting or Extraordinary General Meeting, provided it is on the agenda for that meeting. If any vacancy should arise in the Management Committee in such an event, the Club shall fill such vacancy in accordance with Article 16(f)(i) or (k)(i) of this Constitution.
41. Twenty percent of all Members or 50 Members, whichever is less, present at the commencement of a General Meeting shall constitute a quorum. In the event a quorum is not present within 15 minutes from the time appointed for a General Meeting, the General

Meeting shall stand adjourned to a date no less than four working days from the date initially appointed for the General Meeting at the same time and place, but no business shall be transacted at any adjourned General Meeting except business which might lawfully have been transacted at the General Meeting from which the adjournment took place. No quorum requirement shall apply to such adjourned General Meeting.

42. Motions shall be carried by a simple majority vote.
43. No Member shall vote by proxy.
44. All decisions made at General Meetings shall be binding on Members.
45. The President of the Club, failing whom the Vice-President of the Club, or the chosen Vice-President of the Club by the President in the event there is more than one Vice-President of the Club, shall preside as the chairman at every General Meeting. In the absence of the President of the Club and the Vice-President of the Club at any General Meeting, the Management Committee Members present shall choose one of their number (other than the General Secretary of the Club) to be chairman of the meeting.

#### **DISCIPLINE**

46. Subject to the provisions of the Discipline Regulations prescribed by the Union, the Management Committee may take one or more of the following disciplinary actions against any Member who violates any provision of this Constitution or Club Rules, or acts in any way that is derogatory to the Club:
  - (a) impose a fine not exceeding S\$200; and
  - (b) suspension from any or all privileges of membership (other than the right to vote) for a period not exceeding three months,

provided that any decision to take any disciplinary action may be made by the Management Committee only with the affirmative votes of at least two-thirds of the Management Committee Members in favour of such decision. The Management Committee shall not have the power to hear any matter that may fall within the jurisdiction of the University's Board of Discipline or the University's Disciplinary Appeals Board.

47. Where the Management Committee has made a decision to take disciplinary action against a Member, such Member shall have the right to lodge an appeal to the Adjudication Committee against such decision of the Management Committee. Such appeal shall be lodged in accordance with such procedures and requirements prescribed by the Adjudication Committee. The decision of the Adjudication Committee shall be final, conclusive and binding on all parties involved.

#### **ASSOCIATE BODIES**

48. The Club shall not affiliate with any Associate Body other than those set out in Article 2.7 of the Constitution of the Union without the approval of the President of the University. Subject to receiving such approval, the Club may affiliate itself with Associate Bodies which are entities or bodies recognised and existing under the laws of Singapore.

## **INTERPRETATION**

49. In the event of any question or matter arising out of any point that is not expressly provided for in this Constitution, the Management Committee shall have the power to, at its absolute discretion exercised in good faith, decide on such question or matter. The decision of the Management Committee shall be final unless it is reversed in General Meeting by a majority of Members.

## **DISPUTES**

50. Subject to the following, any dispute between the Club and its Member(s) shall be referred to the Adjudication Committee. In the event of any dispute arising amongst Members, they shall attempt to resolve the matter amicably within 30 days of the dispute first arising. Should the Members and/or the Club fail to resolve the matter within the 30 days period, they shall bring the matter to the Adjudication Committee for resolution.

## **AMENDMENTS TO THIS CONSTITUTION AND CLUB RULES**

51. The Club or the Management Committee may propose amendments to this Constitution, including the revocation of part or the whole of this Constitution or the introduction or promulgation of a new constitution, provided that, notwithstanding any provision of this Constitution, any proposed amendment to this Constitution shall not take effect unless:
- (a) at least two-thirds of Members present at a General Meeting have voted in favour of the proposed amendment; and
  - (b) the requirements of paragraph 11 of Regulation 9 are satisfied, including obtaining the requisite approval in writing of the Board of Trustees for the proposed amendment.
52. The Management Committee may propose amendments to the Club Rules, including the revocation of part or the whole of the Club Rules or the introduction or promulgation of new Club Rules, provided that, notwithstanding any provision of this Constitution, any proposed amendment to the Club Rules shall not take effect unless at least two-thirds of the Management Committee has voted in favour of the proposed amendment.

## **DATE OF IMPLEMENTATION**

53. This revised Constitution shall come into force on such date as the Board of Trustees may prescribe.

## **TRANSITIONAL PROVISIONS**

54. An amendment to this Constitution shall not, unless the contrary intention appears, affect:
- (a) the previous operation of this Constitution or anything duly done or suffered under any provision of this Constitution; or

- (b) any right, privilege, obligation or liability acquired, accrued or incurred under the previous operation of this Constitution.
- 55. Without prejudice to the foregoing, in the event that any amendment to this Constitution affects the appointment, office or position of any person in the Management Committee, such amendment shall, unless the contrary intention appears, take effect only upon the conclusion of the next election, appointment or new appointment to the relevant office or position, as the case may be.
- 56. If the Club has any existing affiliation with any Associate Body other than as set out in Article 2.7 of the Constitution of the Union, the Management Committee shall notify the President of the University immediately and shall discontinue such affiliation within such period as directed by the President of the University in writing.