

# **[NUS STUDENTS' COMPUTING CLUB]**

(A constituent body of the National University of Singapore Students' Union)

## **ARTICLE I: Name and Place of Business**

- I.1. The name of the Club shall be "NUS Students' Computing Club" and shall hereinafter be referred to as "the Club".
- I.2. The Club shall be a Constituent Body of the National University of Singapore Students' Union (NUSSU).
- I.3. The official place of business of the Club shall be  
National University of Singapore  
Computing 1  
13 Computing Drive, #02-14  
Singapore 117417

## **ARTICLE II: Objectives**

- II.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.
- II.2. To look after the welfare of the members of the Club regardless of race, religion, politics and nationality.
- II.3. To provide a recognised means of communication between the members of the Club and the University, or any external bodies.

## **ARTICLE III: Membership**

- III.1. Only matriculated, full-time undergraduate students of the University shall be eligible to be Members of the Club.
  - III.1.1. Membership of the Club shall be confined to, and be compulsory for, all matriculated full-time undergraduate students of School of Computing.
- III.2. Members shall have the right, subject to the provisions of the NUSSU Constitution, NUSSU Regulations and this Constitution –
  - III.2.1. To stand for election, to nominate or second a candidate for election, and to vote in the Club's elections;
  - III.2.2. To speak and vote at the Annual General Meetings and Extraordinary General Meetings of the Club
  - III.2.3. To participate in the activities of the Club.
- III.3. Members of the Club shall abide by the NUSSU Constitution, NUSSU Regulations, this Constitution and the Club's Elections Standing Order (ESO), and not act in any way inconsistent with their objectives.

## **ARTICLE IV: Management Committee**

### **The Management Committee**

- IV.1. The administration of the Club shall be vested in the Management Committee, which shall be elected in accordance with the provisions of the NUSSU Constitution, NUSSU Regulations, this Constitution and the Club's Election Standing Order (ESO).

### **Composition of the Management Committee**

- IV.2. The Management Committee is made up of the:  
The Presidential Cell (PCell) which consists of the:
  - (1) President
  - (2) Vice-President (External Relations)
  - (3) Vice-President (Internal)
  - (4) Vice-President (Student Life)
  - (5) Vice-President (Student Development)

The Secretariat which consists of the:

- (6) General Secretary and Assistant General Secretary
- (7) Finance Secretary and Assistant Finance Secretary
- (8) Information Technology Secretary and Assistant Information Technology Secretary

The External Relations Wing shall be led by the Vice-President (External Relations) and consists of the following members:

- (9) Director and Deputy Director of Marketing
- (10) Director and Deputy Director of Publicity

The Internal Wing shall be led by Vice-President (Internal) and consists of the following members:

- (11) Director and Deputy Director of Welfare
- (12) Director and Deputy Director of Sports

The Student Life Wing shall be led by the Vice-President (Student Life) and consists of the following members:

- (13) Director and Deputy Director of Freshmen Orientation Programme
- (14) Director and Deputy Director of Student Relations

The Student Development Wing shall be led by the Vice-President (Student Development) and consists of the following members:

- (15) Director and Deputy Director of Academic Liaison
- (16) Director and Deputy Director of Community Service

IV.3. Members of the Management Committee shall hold office from the day they are elected or co-opted to one month after the election of the next Management Committee.

IV.3.1 During the one month transition period, the outgoing Management Committee shall have the final say in club matters;

IV.3.2 The Management Committee members shall not leave Singapore for  
 IV.3.2.1 More than two (2) weeks during the December School Vacation Period, and  
 IV.3.2.2 More than one (1) month during the June School Vacation Period.

IV.3.3 The Management Committee members shall not go on  
 IV.3.3.1 Student Exchange Programme (SEP),  
 IV.3.3.2 NUS Overseas College (NOC),  
 IV.3.3.3 Student Internship Programme (SIP),  
 IV.3.3.4 Advanced Technology Attachment Programme (ATAP), during their Term of Office, or

IV.3.3.5 Any other programme which requires participation away from office for a period of more than 2 months or impeding their duties as a Management Committee.

IV.3.4 However, the Management Committee members may seek approval for waiver from Article IV.3.1 and Article IV.3.2 above,

IV.3.4.1 Should the Management Committee member be from the Presidential Cell, approval should be sought from the advisors, else

IV.3.4.2 Given the majority approval of the Presidential Cell of the Management Committee and endorsement from any of the Club Advisors.

IV.3.4.3 Any Management Committee member who fails to follow Article IV.3.1 and Article IV.3.2 will automatically be relieved from his/her appointment by the discretion of the General Secretary.

IV.4. All except the Director and Deputy Director of Finance shall be eligible for reappointment to the same appointment.

### **Functions of the Management Committee**

- IV.5. The Management Committee shall
- IV.5.1 be responsible for the formulation of policies and organization of activities which are consistent with the objects of the Club;
  - IV.5.2 be responsible for the properties of the Club;
  - IV.5.3 be responsible for the proper expenditure of the Club's finances in accordance with an approved budget;
  - IV.5.4 publish an annual report on the Club's activities, which shall also include the annual accounts for the Club; and
  - IV.5.5 facilitate the handover of duties to the next Management Committee.

#### **Powers of the Management Committee**

- IV.6. The Management Committee shall have the following powers:
- IV.6.1 to consider the provisional annual budget prepared by the Financial Secretary for the period 1 October to 30 September prior to its submission to the Office of Financial Services;
  - IV.6.2 to release publications and official statements on behalf of the Club, such publications and statements to be consistent with the objectives of the Club.
    - IV.6.2.1 No official statement may be made except by the President or General Secretary.
    - IV.6.2.2 All publications may be released only with the approval of Vice-President (External Relations).
    - IV.6.2.3 All publications and official statements shall be in the name of the Club and not NUSSU, notwithstanding the fact that the Club is a Constituent Body of the Union.
  - IV.6.3 to give a decision upon any matter consistent with the objectives of the Club but not provided for in this Constitution;
  - IV.6.4 to request for Extraordinary Management Committee Meeting in accordance to Article IV.8;
  - IV.6.5 to co-opt members for the proper administration of the Club, subject to the following:
    - IV.6.5.1 Such co-opted members shall sit on the Management Committee and hold office until one month after the election of the next Management Committee.
    - IV.6.5.2 The total number of elected members of the Management Committee, shall not exceed twenty (20), in accordance to NUS Regulation 9.
    - IV.6.5.3 Co-opted members shall be deemed to be members of the Management Committee and be accorded the same rights and duties as elected members, with the exception of the right to vote.
      - IV.6.5.3.1. However, any co-opted member may only be given the right to vote at Management Committee Meetings if a motion is passed during a Management Committee Meeting to give him/her voting rights.
    - IV.6.5.4 Co-option of members shall be passed with majority vote by the Management Committee Members with voting rights during an Ordinary Management Committee Meeting.

#### **Meetings of the Management Committee**

- IV.7. There shall be either Ordinary or Extraordinary Management Committee Meetings.
- IV.8. Ordinary Management Committee Meetings shall be held at least three (3) times in a term.
- IV.8.1 The General Secretary shall give at least seven (7) days' notice of such meetings.
  - IV.8.2 Members of the Management Committee shall give at least three (3) days' notice to the General Secretary for amendments to the agenda.
  - IV.8.3 The date and time of such meetings shall be determined by the President but the first (1<sup>st</sup>) of such meetings shall be held no later than two (2) weeks of the Management Committee being elected into office.

- IV.9. Extraordinary Management Committee Meetings shall be held whenever matters requiring urgent attention arise or when a written request signed by at least three (3) members of the Management Committee is received by the General Secretary.
  - IV.9.1 All members of the Management Committee who sign such written requests shall be required to be members of the Management Committee.
  - IV.9.2 Only the matter for which the Extraordinary Management Committee Meeting is called shall be on the agenda.
  - IV.9.3 An Extraordinary Management Committee Meeting shall be convened by the General Secretary within seven (7) days of the receipt of the written request for the meeting.
  - IV.9.4 At least half (1/2) the existing members of the Management Committee who have voting rights shall constitute a quorum.
    - IV.9.4.1 Quorum must be met before a motion can be raised, and the quorum must be maintained before being voted on.
    - IV.9.4.2 Only the voting members present for the entirety of said motion being addressed shall constitute the quorum, in accordance to IV.9 herein.
- IV.10. The President shall be the Chairman at any Management Committee Meeting.
  - IV.10.1 In the absence of the President, he shall appoint a Chairman (who shall not be the General Secretary) from among the members of the Management Committee.

### **Replacement of Members of Management Committee**

- IV.11. In the event the position of President becomes vacant:
  - IV.11.1 Either a Vice-President shall be internally elected by the Management Committee to succeed the President for the remainder of the President's term of office
    - IV.11.1.1 The elected Vice-President can choose to either hold dual roles or to resign from the position of Vice-President.
    - IV.11.1.2 Or the position may be filled in a General Meeting.
- IV.12. In the event that the position of a Vice-President is vacant:
  - IV.12.1 Either a member from the wing of the Vice-President shall be internally elected by the Management Committee to succeed the Vice-President for the remainder of the Vice-President's term of office.
    - IV.12.1.1 The newly elected Vice-President shall resign from all of his or her position(s) in the Management Committee before taking up the position of the Vice-President.
    - IV.12.1.2 Or the workload of the vacant position may be redistributed among members of Presidential Cell.
    - IV.12.1.3 Or the position may be filled in a General Meeting.
- IV.13. In the event that the position of a Director becomes vacant:
  - IV.13.1 The Deputy Director will be promoted to Director.
  - IV.13.2 In the event that there is no Deputy Director, a new Director shall be co-opted in.
  - IV.13.3 In the event that no replacement can be found, the Vice-President in charge of the cell shall serve as the acting Director.
- IV.14. In the event that of General or Information Technology or Finance Secretary becomes vacant:
  - IV.14.1 The Assistant Secretary will be promoted to Secretary.
  - IV.14.2 In the event that there is no Assistant Secretary, a new Secretary must be co-opted in.

### **ARTICLE V: Duties and Powers of Office Bearers**

- V.1. The Presidential Cell shall –
  - V.1.1. be directly in charge of managing relations with external parties such as, but not limited to Computing Alumni Association (CAA) and Singapore Computer Society (SCS);
  - V.1.2. be responsible for the management of the storeroom.
- V.2. The President shall –
  - V.2.1. be the chairman of all meetings of the Management Committee;
  - V.2.2. have the right to call General Meetings and Management Committee Meetings;

- V.2.3. appoint committees for the purpose of carrying out its projects with all such committees to be appointed among the Club's Members;
- V.2.4. be accountable for all activities held in the Club's name;
- V.2.5. countersign all the bills of the Club;
- V.2.6. be a Council Representative in accordance to NUSSU Constitution Article 3.4.(1).(b);
- V.2.7. elect Council Representatives from members of the Management Committee to the Union Council in accordance with the provisions of the NUSSU Constitution and NUSSU Regulations;
- V.2.8. be in charge of the Presidential Cell and the Secretariat;
- V.2.9. to appoint standing or special committees for the proper administration of the Club and to exercise control over such committees;  
IV.2.9.1 to delegate to such committees such powers as he/she considers necessary;
- V.2.10. either delegate the duties and powers of the President among members of the Presidential Cell or appoint an Acting President, should the President become temporarily unavailable.
- V.3. The Vice-Presidents shall –
  - V.3.1. have duties, power and responsibilities of the President vested upon them in the temporary absence of the President;
  - V.3.2. be in charge of the respective cells under them;
  - V.3.3. serve as the Cell Director (for those that are under their jurisdiction) should that position be vacant;
  - V.3.4. be responsible for venue booking for cells under them.
- V.4. The Vice-President (External Relations) shall –
  - V.4.1. manage and approve all publications from the Club;
  - V.4.2. take charge of the branding of the Club.
- V.5. The Vice-President (Internal) shall –
  - V.5.1. oversee all matters pertaining to student welfare.
- V.6. The Vice-President (Student Life) shall –
  - V.6.1. oversee the freshmen projects organised by the Club;
  - V.6.2. manage matters pertaining to Student Life.
- V.7. The Vice-President (Student Development) shall –
  - V.7.1. promote the development and well-being of club members.
- V.8. The General Secretary shall –
  - V.8.1. be responsible for convening all General Meetings and Management Committee Meetings;
  - V.8.2. keep minutes of General Meetings and Management Committee Meetings;
  - V.8.3. ensure that the official decisions of the Club and the Management Committee are carried out;
  - V.8.4. take charge of all Club records and conduct the correspondence of the Club;
  - V.8.5. submit at Management Committee Meetings any matter for discussion received from members of the Club;
  - V.8.6. submit the records of the Club for inspection by any Member of the Club who shall have given one (1) week's notice of intention to inspect the records;
  - V.8.7. prepare the annual report of the Club for presentation to Members;
  - V.8.8. to accept the resignation of any Member of the Management Committee;  
IV.8.8.1 to accept the resignation of any Council Representative or member of the Management Committee and to fill, in accordance with the NUSSU Constitution, NUSSU Regulations, this Constitution and the Club's ESO, the vacancy thus arising;
  - V.8.9. to take disciplinary action against Members who violate the Constitution of the Club;
  - V.8.10. be responsible for the management of the clubroom.
- V.9. The Finance Secretaries shall –
  - V.9.1. be the ex-officio Chairpersons of the Finance Committee;

- V.9.2. prepare and submit to the Office of Financial Services, on behalf of the Management Committee, the provisional annual budget of the Club for the period 1 October to 30 September the following year;
- V.9.3. oversee and keep a record of the Club's accounts (including projects under the Club);
- V.9.4. present at the Annual General Meeting, for the information of the Members, the Club's audited accounts for the preceding year;
- V.9.5. receive, on behalf of the Club, any funds that may be paid to the Club. Such funds shall be remitted to the Office of Financial Services for credit to the Club's accounts;
- V.9.6. sign and submit to the Office of Financial Services for payment all bills of expenditure, properly incurred in accordance with the approved budget, such as bills to be countersigned by the President.
- V.10. **The IT Secretaries shall –**
  - V.10.1. be the ex-officio Chairpersons of the IT Committee;
  - V.10.2. oversee all IT matters of the Club.
- V.11. The Director and Deputy Director of Academic Liaison shall –
  - V.11.1. be the ex-officio Chairpersons of the Academic Liaison Committee;
  - V.11.2. oversee all academic matters of Club members;
  - V.11.3. be the point of contact with NUS offices with regards to academic matters of Club members.
- V.12. **The Director and Deputy Director of Community Service shall –**
  - V.12.1. be the ex-officio Chairpersons of the Community Service Committee;
  - V.12.2. organise community service activities for members of the club;
  - V.12.3. cultivate an environment for community service within School of Computing;
  - V.12.4. be the Flag Project Director for the year.
- V.13. The Director and Deputy Director of Freshmen Orientation Projects shall –
  - V.13.1. oversee all Freshmen Orientation Projects;
  - V.13.2. orientate freshmen to the School of Computing.
- V.14. The Director and Deputy Director of Marketing shall –
  - V.14.1. be the ex-officio Chairpersons of the Marketing Committee;
  - V.14.2. oversee all marketing efforts of the Club;
  - V.14.3. oversee the branding efforts of the Club to potential sponsors.
- V.15. The Director and Deputy Director of Publicity shall –
  - V.15.1. be the ex-officio Chairpersons of the Publicity Committee;
  - V.15.2. oversee all publications of the Club.
- V.16. The Director and Deputy Director of Sports shall –
  - V.16.1. be the ex-officio Chairpersons of the Sports Committee;
  - V.16.2. oversee the club's participation in the Inter Faculty Games (IFG);
  - V.16.3. oversee the promotion of health and fitness of club members;
  - V.16.4. be the point of contact to Sports Club.
- V.17. **The Director and Deputy Director of Student Relations shall –**
  - V.17.1. manage all feedback channels of the Management Committee;
  - V.17.2. keep a record of all feedback;
  - V.17.3. ensure that the Management Committee takes actions on the feedback.
- V.18. The Director and Deputy Director of Welfare shall –
  - V.18.1. be the ex-officio Chairpersons of the Welfare Committee;
  - V.18.2. oversee all welfare matters of Club members.

## **ARTICLE VI: Committees**

### **Academic Liaison Committee**

- VI.1. The Academic Liaison Committee shall consist of the following:
  - VI.1.1. the Chairpersons of the Committee;
  - VI.1.2. recruited members from the Club.
- VI.2. The duties of the Academic Liaison Committee shall be to –
  - VI.2.1. promote the academic interests and facilitate the academic pursuits of members of the Club;



- VI.2.2. inform the Club of any problem within the University that is affecting the academics of the Club's members.

### **Community Service Committee**

- VI.3. The Community Service Committee shall consist of the following:
  - VI.3.1. the Chairpersons of the Committee;
  - VI.3.2. recruited members from the Club.
- VI.4. The duties of the Community Service Committee shall be to –
  - VI.4.1. promote the spirit of community service among members of the Club;
  - VI.4.2. plan community service projects for members of the club.

### **Election Standing Committee**

- VI.5. There shall be an Election Committee constituted in accordance to the relevant NUSSU Regulations and the Club's ESO.
- VI.6. The members of the Election Committee shall be elected by a motion raised in an Ordinary Management Committee meeting.
- VI.7. The Election Committee consists of
  - VI.7.1. One (1) Returning Officer and,
  - VI.7.2. Two (2) Election Officers.
- VI.8. Members elected to Article VI.2.1 and VI.2.2 will not be eligible to run for the upcoming election.

### **Finance Committee**

- VI.9. The Finance Committee shall consist of the following:
  - VI.9.1. the Chairperson of the Committee;
  - VI.9.2. finance Committees of projects under the Club.
- VI.10. The duties of the Finance Committee shall be to –
  - VI.10.1. maintain the financial records of the relevant committees;
  - VI.10.2. ensure financial accountability;
  - VI.10.3. ensure the Club follows financial regulations as stipulated by the Office of Financial Services.
- VI.11. The Finance Committee shall have the power to –
  - VI.11.1. approve or reject purchase requests by their relevant committees.

### **IT Committee**

- VI.12. The IT Committee shall consist of the following:
  - VI.12.1. the Chairpersons of the Committee;
  - VI.12.2. recruited members from the Club.
- VI.13. The duties of the IT Committee shall be to –
  - VI.13.1. manage IT infrastructure for the Club
  - VI.13.2. assist any project under the Club in terms of IT support

### **Marketing Committee**

- VI.14. The Marketing Committee shall consist of the following:
  - VI.14.1. the Chairpersons of the Committee;
  - VI.14.2. recruited members from the Club;
  - VI.14.3. marketing committees of projects under the Club.
- VI.15. The duties of the Marketing Committee shall be to –
  - VI.15.1. support the branding efforts of the Club;
  - VI.15.2. support marketing efforts for any project under the Club;
  - VI.15.3. generate income for the Club.
- VI.16. The Marketing Committee shall have the power to –
  - VI.16.1. request, accept or reject sponsorships on behalf of the Club.

### **Publicity Committee**

- VI.17. The Publicity Committee shall consist of the following:
  - VI.17.1.the Chairpersons of the Committee;
  - VI.17.2.recruited members from the Club;
  - VI.17.3.publicity committees of projects under the Club.
- VI.18. The duties of the Publicity Committee shall be to –
  - VI.18.1.be responsible for the production of any publication which the Management Committee may direct;
    - VI.18.1. all such publications are to be in accordance with the provisions of Article IV.5 (6) herein;
    - VI.18.2. support publicity efforts for any project under the Club.
- VI.19. The Publicity Committee shall have the power to –
  - VI.19.1.release publications on behalf of the Club in accordance with the provisions of Article IV.5 (6) herein.

### **Sports Committee**

- VI.20. The Sports Committee shall consist of the following:
  - VI.20.1.the Chairpersons of the Committee;
  - VI.20.2.recruited members from the Club.
- VI.21. The duties of the Sports Committee shall be to –
  - VI.21.1.promote health and fitness to the members of the Club, with possible collaboration with Sports Club;
  - VI.21.2.facilitate the participation of the Club in IFG.

### **Student Relations Committee**

- VI.22. The Student Relations Committee shall consist of the following:
  - VI.22.1.the Chairpersons of the Committee;
  - VI.22.2.recruited members from the Club.
- VI.23. The duties of the Student Relations Committee shall be to –
  - VI.23.1.communicate with the student body;
  - VI.23.2.gather feedback for different events and reflect it to the relevant parties.

### **Welfare Committee**

- VI.24. The Welfare Committee shall consist of the following:
  - VI.24.1.the Chairpersons of the Committee;
  - VI.24.2.recruited members from the Club.
- VI.25. The duties of the Welfare Committee shall be to –
  - VI.25.1.improve the welfare of members of the Club
  - VI.25.2.inform the Club of any problem within the University that is affecting the welfare of the Club's members.

### **ARTICLE VII: Finances**

- VII.1. The financial year shall start on the 1st of October and end on the 30th of September of the following year.
- VII.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 Finance Secretary who will endorse and forward all such bills, countersigned by the President, to Office of Financial Services for payment.
- VII.3. Any application for special or supplementary grants shall be subjected to endorsement by the Management Committee and shall be submitted by the Finance Secretary to the University Council for approval.
- VII.4. All committees of the Club, before making any collections on behalf of the Club, must obtain the sanction of the President and the Finance Secretary and approval from the University for



such collections. All funds collected shall be paid by the Club to the relevant University Office for credit to the appropriate account.

VII.5. The auditors of NUS shall be the auditors of the Club's annual accounts.

VII.6. The auditors' fees for the audit of the Club's account shall be met from the Club's funds.

### **ARTICLE VIII: Elections**

VIII.1. The election(s) of an academic year of the Management Committee members shall be conducted in accordance with the provisions prescribed in the Club's Elections Standing Order (ESO).

### **ARTICLE IX: General Meetings**

IX.1. General Meetings shall be convened by the General Secretary.

IX.2. General Meetings may be either the Annual General Meeting or Extraordinary General Meetings.

IX.3. The Annual General Meeting shall be held no later than the last week of September.

IX.3.1. Notice of the Annual General Meeting shall be given to Members no less than ten (10) days before the date of the Meeting.

IX.3.2. Any business for discussion on at the Annual General Meeting shall be handed in, in writing, by any five (5) Members, to the General Secretary not less than one (1) week before the time of the Meeting.

IX.3.2.1 The General Secretary may, in his absolute discretion, decline to add in any of such business for discussion at the Annual General Meeting.

IX.3.2.2 However, the Members attending the Annual General Meeting may opt to include such business for discussion at the Annual General Meeting provided such business is ratified by the votes of no less than half (1/2) of the total number of Members present and voting.

IX.4. An Extraordinary General Meeting is a General Meeting that is not the Annual General Meeting.

IX.4.1. An Extraordinary General Meeting shall be convened by the General Secretary either

IX.4.1.1 on the instruction of the President; or

IX.4.1.2 on the instruction of the Management Committee; or

IX.4.1.3 at the written request of no less than twenty (20) Members of the Club together with a written statement of the object(s) for which the General Meeting is called.

IX.4.2. An Extraordinary General Meeting shall be held within seven (7) working days of the receipt of the request for the Meeting by the General Secretary.

IX.4.3. Notice of an Extraordinary General Meeting shall be posted up no less than three (3) days before the date of the meeting.

IX.4.4. Extraordinary General Meeting may be convened during any time of the calendar year.

IX.4.5. Only the matter(s) for which the Extraordinary General Meeting is called shall be on the agenda.

IX.5. The General Meeting shall have the power to:

IX.5.1. Fill Management Committee positions that are unfilled; and

IX.5.1.1 The elected member will receive the rights and powers of a co-opted member in accordance to clause IV.5.9 herein.

IX.5.2. Remove Management Committee members from their position through a vote of no confidence.

**IX.5.2.1 Vote of no confidence is defined to be**

$$\frac{\text{Vote For Removal}}{\text{Vote For Removal} + \text{Vote Against Removal}} - \frac{2}{3} > 0$$

IX.5.3. Vote for amendments to the Constitution in accordance with Article XI.

- IX.6. A vote for censure or of no confidence on the Management Committee or on any Management Committee member may be taken at any General Meeting, provided it is on agenda for that Meeting.
  - IX.6.1. Consultation with the Club Advisors must be made before such a request could be handed in to the General Secretary, to be placed on the agenda of the General Meeting.
  - IX.6.2. Such a request shall be handed in, in writing by not less than fifty voting members or five percent of the voting members, whichever is less, of the Club, to the General Secretary not less than seven days before the date of the Meeting.
  - IX.6.3. In such an event and at the same General Meeting, the Club shall hold an election for a new Management Committee or another Management Committee member for the remainder of the term of office of the Management Committee or of the member, as the case may be.
- IX.7. 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 the Management Committee.
- IX.8. General Meeting Quorum
  - IX.8.1. At least fifty members or five percent of the members, whichever is less, present at the commencement of a Meeting, shall constitute a quorum.
  - IX.8.2. In the event of the required number not being present, the Meeting may proceed with its agenda except for motions stated in X.5, X.6 and X.7 herein.
  - IX.8.3. Quorum must be met before a motion can be raised, and the quorum must be maintained before being voted on.
    - IX.8.3.1 Only the voting members present for the entirety of said motion being addressed shall constitute the quorum, in accordance to X.8.1 herein.
- IX.9. Motions in a General Meeting shall be carried by the votes of not less than half of the total number of Members present and voting.
- IX.10. No Member shall vote by proxy at a General Meeting.
- IX.11. IX.11 All decisions made at General Meetings shall be binding on the Management Committee and Members of the Club.

## **ARTICLE X Discipline**

- X.1. All Members shall be bound by the provisions of this Constitution.
- X.2. Disciplinary action in one (1) or more of the following forms may be taken against any Member who contravenes the provisions of this Constitution or acts in any way derogatory to the Union or the Club:
  - X.2.1. A fine not exceeding fifty (50) dollars; or
  - X.2.2. Suspension from any or all of the membership privileges of the Club for a period not exceeding one (1) year.
- X.3. Any disciplinary action shall be taken only when:
  - X.3.1. No less than two-thirds (2/3) of the Management Committee members present at a Management Committee Meeting voted for such action; or
  - X.3.2. No less than two-thirds (2/3) of the Members present at a General Meeting voted for such action, provided such action has been tabled on the agenda of the General Meeting.
  - X.3.3. A disciplinary action taken by the Management Committee pursuant to Article X.3(1) shall be reversed if not less than half (1/2) of the Members present at a General Meeting voted to reverse such disciplinary action, provided that such reversal has been tabled on the agenda of the General Meeting.
- X.4. Members can appeal to the General Secretary within seven (7) days after the disciplinary action is made known to them.
  - X.4.1. The General Secretary will meet and discuss within relevant parties and decide on the course of action for the appeal;
  - X.4.2. Disciplinary actions are final if it is endorsed by the advisors.

#### **ARTICLE XI Amendments to the Constitution**

- XI.1. Unless otherwise provided for in this Constitution, the provisions of this Constitution may only be amended when:
- XI.1.1. Majority vote by the club members present at an Extraordinary General Meeting with respect to Article IX.8.
- XI.2. Articles IV.2, V and VI may be amended by the President without following Clause XI.1.
- XI.3. An amendment to the provisions of this Constitution includes addition, amendment or repealing of provisions.

#### **ARTICLE XII: Interpretation**

- XII.1. In the event of a controversy arising over the interpretation of the Articles of the Constitution at a General Meeting, ruling shall be made by a majority vote.
- XII.2. In the event of a controversy arising over the interpretation of the Articles of the Constitution at a Management Committee Meeting, ruling shall be made by a majority vote.

#### **ARTICLE XIII: Date of Implementation**

- XIII.1. This Constitution shall come into force on 15<sup>th</sup> August 2017.

#### **ARTICLE IV: Annex**

**Annex 1: Past Amendments to the Constitution**

**Annex 2: Leave Form**

**Annex 3: Resignation Letter**

## **Annex 1: Past Amendments to the Constitution**

19<sup>th</sup> Management Committee – Benjamin Loo (President)

1. Removal of Alumni Relations and Logistics.
2. Creation of Vice-President (Internal) and Director and Deputy Director of Community Service.
3. Updates of roles of newly created positions and distribution of responsibilities of dissolved cells.
4. Stating that the outgoing MC have the power during the one month transition period.
5. Adding a clause to prevent finance secretary to run for two consecutive years.
6. Give the President the power to edit Article IV.2, V and VI.
7. Stating the number of people in the election committee and the respective roles.
8. Adding in the definition of vote of no confidence.
9. Giving the General Secretary to manage disciplinary actions.
10. Adding in the appeal system for disciplinary actions.

## **Annex 2: Leave Form**

I, (NAME), (ROLE) of the (NUMBER OF MANAGEMENT COMMITTEE) Management Committee wishes to declare that I am going for (REASON) from (START DATE) to (END DATE). I wish to seek approval to go for (REASON).

Thank you.

(NAME)

(ROLE)

(DATE)

(SIGNATURE)

Approved by:

(NAME)

(ROLE)

(DATE)

(SIGNATURE)

### **Annex 3: Resignation Form**

I, (NAME), (ROLE) of the (NUMBER OF MANAGEMENT COMMITTEE) Management Committee wishes to resign from the Management Committee from (DATE) onwards.

Thank you.

(NAME)

(ROLE)

(DATE)

(SIGNATURE)

Approved and acknowledged by:

(NAME)

General Secretary

(DATE)

(SIGNATURE)