



NUS Students'  
University Scholars Club

**CONSTITUTION OF  
THE  
NUS STUDENTS' UNIVERSITY SCHOLARS CLUB**

*Ratified on 4 July 2016 by the 15th USC Management Committee*

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## **THE NUS STUDENTS' UNIVERSITY SCHOLARS CLUB**

*A constituent body of the National University of Singapore Students' Union*

**Preamble:** The NUS Students' University Scholars Club represents the interests of students in the University Scholars Programme (henceforth USP) in the National University of Singapore (henceforth "the University"). This constitution is drawn up to define the roles of the Club's Management Committee as well as that of each elected member. Each incoming Management Committee at its inaugural meeting must pass a vote to adopt the Constitution as a binding document.

### **Article I      Name and Place of Business**

1. The name of the Club shall be "The NUS Students' University Scholars Club" and is hereinafter called "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, 18 College Avenue East, Singapore 138593".

### **Article II      Objectives**

1. The Club will promote and safeguard the interests of its members within the University.
2. The Club will uphold and respect the dignity and equality of its members without regard to religion, race or politics.
3. The Club will promote the welfare of its members within the University.
4. The Club will provide representation for the students of USP.
5. The Club will foster a close working relationship between the USP administration and the student body of USP.
6. The Club will foster a common identity and promote a sense of belonging among students of USP.

*Objects 1-3 are in accordance with Statute C1 laid down in the NUS Students' Union (henceforth NUSSU) Constitution.*

### **Article III      Membership**

1. Membership of the Club shall be confined to, and be compulsory for matriculated, full-time, undergraduate students of the University Scholars Programme.
2. Members shall have the right to:
  - (a) Stand for election, to nominate or second a candidate and to vote in the election of the NUS Students' Union Executive Representative and the Club's Management Committee.
  - (b) Speak and, if necessary, vote at all 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**

1. The administration of the Club shall be vested in the Management Committee.
2. The Management Committee has the authority to appoint sub-committees as they deem necessary for the proper administration of the Club.

#### **Article V The Management Committee**

##### **1. Composition**

- (a) The Management Committee shall comprise these permanent members:
  - (i) The President, who shall act as the Chairperson of the committee and henceforth shall have the title of President of the Club;
  - (ii) The Vice-President (Community Life);
  - (iii) The Vice-President (Welfare);
  - (iv) The Honorary General Secretary;
  - (v) The Honorary Financial Secretary;
  - (vi) Freshmen Orientation Director;
- (b) All other members shall be co-opted at the discretion of the Management Committee. These members however, shall have no voting rights, in accordance to Regulation 9, Article 8 of the NUS Constitution.
  - (i) Voting rights will be temporarily granted to co-opted members on a selective, case-by-case basis as determined by a two-thirds (2/3) majority of the Management Committee.
- (c) All members, except the Honorary Financial Secretary, shall be eligible for re-election for any position in the following term. The outgoing Honorary Financial Secretary is eligible to seek re-election for any position other than that of the Honorary Financial Secretary role again.

##### **2. Functions of the Management Committee**

The Management Committee shall:

- (a) Be responsible for the formation of policies and organisation of activities which are consistent with its objects;
- (b) Have charge of all assets acquired by the Club;
- (c) Be responsible for the proper expenditure of the Club's finances in accordance to an approved budget;
- (d) Present an annual report on the Club's activities, which shall also include the annual accounts of the Club, during the Club's Annual General Meeting.

### **3. Powers of the Management Committee**

The Management Committee shall have the following powers:

- (a) To consider the provisional annual budget prepared by the Honorary Financial Secretary for the period 1 October to 30 September the following year, prior to its submission to the University Council and Office of Financial Services for approval;
- (b) To co-opt members it deems fit to aid it in the proper administration of the Club;
- (c) To take disciplinary action against any member(s) of the Club whom have acted in a manner derogatory to the Club, or who has violated any of the Articles of the Constitution, the final decision of such an act rests with the President of the Club;
- (d) Authorise publications or release official statements on behalf of the Club, such publications and statements to be consistent with the objects of the Club. No official statement may be made without the approval of the President and the Honorary General Secretary of the Club. 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;
- (e) Give a decision upon any matter that affects the welfare of the Club's members, but is not provided for in this Constitution.

### **4. Terms of office**

- (a) Members of the Management Committee shall hold office on an annual basis from the date of appointment, which must be no later than the eighth (8<sup>th</sup>) week of the first (1<sup>st</sup>) semester in the academic year, until the next occasion upon which a new committee is elected;
- (b) No member shall hold more than one (1) office in the Management Committee.

### **5. Meetings of the Management Committee**

These shall be either Ordinary or Extraordinary meetings:

- (a) The Honorary General Secretary shall give at least seven (7) days' notice for Ordinary meetings unless he/she decides upon consultation with the President of the Club, that the urgency of the Agenda requires shorter notice, such decision being subject to ratification by the Management Committee when the meeting is convened;  
  
At least two-thirds (2/3) of the members shall constitute a quorum during Ordinary meetings, failing which, any decisions or votes undertaken during the meeting will not be deemed binding;
- (b) Any member of the Management Committee who absents himself/herself from three (3) successive meetings of the Management Committee without providing a valid reason to the Honorary General Secretary shall automatically cease to be a member of the Management Committee;
- (c) The Honorary General Secretary shall draw out the Agenda of an Ordinary meeting at least seven (7) days before the date of the meeting and be responsible for disseminating the Agenda to members of the Management Committee. Members of

the Management Committee shall give two (2) days' notice to the Honorary General Secretary should they wish to propose amendments to the Agenda;

- (d) Extraordinary meetings shall be held whenever matters requiring urgent attention arise or when a written request, signed by three (3) committee members of the Management Committee, is received by the Honorary General Secretary, who shall convene the meeting within five (5) days of the receipt of the written request. Only matters for which the meeting was convened shall be discussed;
- (e) The President of the Club, or in his/her absence, the Vice-President (Community Life), shall preside at any such meetings of the Club. In the absence of the President and the Vice-President (Community Life), the Management Committee shall elect a Chairperson (who shall not be the Honorary General Secretary) from among its members to preside over the meeting.

## **Article VI     Duties and Powers of Office Bearers**

### **1. The President**

The President shall:

- (a) Be the Chairperson at all meetings of the Club and Management Committee;
- (b) Have the right to ask the Honorary General Secretary to convene meetings of the Club and of the Management Committee;
- (c) Have a casting vote at meetings at which he presides;
- (d) Grant a member of the Management Committee (other than the Honorary General Secretary), who has been elected to officiate as Chairperson in his/her absence, a casting vote at meetings of the Management Committee;
- (e) Countersign all bills of the Club prepared by the Honorary Financial Secretary;
- (f) Approve the dissemination of any information as may be released by the Management Committee.

*The President shall be at least in his/her second year of study at the time of candidacy.*

### **2. The Vice-President (Community Life)**

The Vice-President (Community Life) shall:

- (a) Be the ex-officio Chairperson of the USC Community Life Committee;
- (b) Assist the President in the carrying out of his/her duties;
- (c) Have all duties, powers and responsibilities of the President devolve upon him/her in the absence of the President;
- (d) Succeed the President for the remainder of his/her term of office in the event of the latter's position falling vacant;
- (e) Oversee the planning and execution of Community Life events and Ground-Up Initiatives;
- (f) Oversee the portfolios of the Interest Group Coordinators, Project Coordinators which include the areas of Community Service, Cultural Activities, Social Activities, Sports,

and other Community Life aspects as deemed necessary by the Management Committee.

### **3. The Vice-President (Welfare)**

The Vice-President (Welfare) shall:

- (a) Be the ex-officio Chairperson of the USC Welfare Committee and the USC House system;
- (b) Be responsible for conceptualising and providing strategic direction for the USC House system;
- (c) Oversee the management and organization of student welfare matters (including second intake students)
- (d) Oversee the management and organization of all activities pertaining to the welfare of International Students;
- (e) Oversee the management and organisation of academic welfare affairs and activities;
- (f) Serve as the main liaison between the Residential College Leadership Team (comprising Residential Assistants and Residential Fellows) and the Management Committee;
- (g) Sit on the Dining Committee (comprising Residential Assistants and Residential Fellows) and serve as the main liaison between the Dining Committee Members and the Management Committee.

### **4. The Honorary General Secretary**

The Honorary General Secretary shall:

- (a) Be the ex-officio Chairperson of the USC Secretariat;
- (b) Be responsible for convening, and drawing out the agenda, of all meetings of the Club and of the Management Committee;
- (c) Provide direction with regard to logistical matters, such as the maintenance and booking of common spaces and Club assets;
- (d) Keep minutes of meetings of the Club and of the Management Committee and present them to be passed at the next meeting of the Management Committee;
- (e) In his/her absence, appoint an Assistant from a member of the Club (who shall not be the President or the Vice-Presidents of the Club) to keep minutes. Should there be a vote taken during this meeting, the Assistant will not have voting rights unless he/she is a member of the Management Committee;
- (f) Have charge of all Club records and conduct the correspondence of the Club;
- (g) Submit at Management Committee meetings any matter for discussion received from members of the Club;
- (h) Submit the records of the Club for inspection by any member of the Club who has given one (1) week's notice of the intention to inspect the records;

- (i) Prepare on behalf of the outgoing Management Committee the Annual Report of the Club at the Annual General Meeting;
- (j) Submit to the Honorary General Secretary of the incoming Management Committee a record of all agendas and minutes of the outgoing Management Committee;
- (k) In the event of the Management Committee going out of office before the completion of its term, prepare on its behalf a Report of the Club covering its period of office, to the Honorary General Secretary of the incoming Management Committee within four (4) weeks;
- (l) Keep a register of all members of the Club;
- (m) Be responsible for the publicising of such information internally or externally as may be released by the Management Committee;
- (n) Be responsible for interpreting the Constitution and its objects to the Management Committee.

## **5. The Honorary Financial Secretary**

The Honorary Financial Secretary shall:

- (a) Be the ex-officio Chairperson of the USC Finance Committee;
- (b) Prepare and present on behalf of the Management Committee the provisional budget for the one period of financial terms (1 October to 30 September the following year), for approval by the University Council and the Office of Financial Services. Such budget is to be submitted within three (3) weeks of the election of the Management Committee;
- (c) Keep a record of all the Club accounts;
- (d) Present at the Annual General Meeting, for the information of all members of the Club, the Club's audited accounts for the preceding year;
- (e) 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;
- (f) Sign and submit to the Office of Financial Services for payment of all bills and expenditure, properly incurred in accordance with the approved budget, such bills to be countersigned by the President;
- (g) Ensure that the Club is able to break even or make a profit for the financial term, and in the event that the Club is not able to, drive the revenue acquisition process to minimise the drawings from Club reserves.

## **6. Freshmen Orientation Director**

The Freshmen Orientation Director shall:

- (a) Be the ex-officio Chairperson of the USC Freshmen Orientation Committee;



- (b) Conceptualise an orientation experience that effectively integrates freshmen into the USP community;
- (c) Ensure the objectives of the Freshmen Orientation Programme are in line with the vision of the Management Committee and the University Scholars Programme;
- (d) Oversee and give direction to the committees involved in the planning and execution of the Freshmen Orientation Programme;
- (e) Represent the interests of freshmen-to-be in club-level decision making processes.

#### **Article VII    Standing Committees**

1. The Management Committee consists of five (5) standing committees that will aid its running of the Club.
2. These standing committees are part of a recommended set for each Management Committee to follow, though departure from this set is up to the discretion of the current office bearers.
3. The five standing committees are as follows:
  - (a) Community Life Committee;
  - (b) Welfare Committee;
  - (c) Secretariat;
  - (d) Finance Committee;
  - (e) FOP Committee.

#### **4. The Community Life Committee**

The Community Life Committee, under the chairpersonship of the Vice-President (Community Life), shall:

- (a) Empower the USP Community in initiating and organising sporting, social, cultural or community service projects to enhance cohesion in the USP Community, and are meaningful to Club members;
- (b) Assist the Vice-President (Community Life) in building a vibrant community life scene in USP through various means;
- (c) Guide and mentor individuals whom have stepped up to organise Ground-Up Initiatives or staple USC events;
- (d) Manage the Ground-Up Initiative Fund, in consultation with the Management Committee, and disperse it wisely to relevant groups in USP.

#### **5. The Welfare Committee**

The Welfare Committee, under the chairpersonship of the Vice President (Welfare) shall:

- (a) Promote and safeguard the general welfare of members of the Club, which includes but is not limited to academic, social, and residential welfare;
- (b) Plan and execute welfare initiatives for members of the Club;

- (c) Oversee the planning and execution of the Welfare Giveaway every semester;
- (d) Plan and execute projects and activities to assimilate international students and second-intake USP students into the community.

## **6. The Secretariat**

The Secretariat, under the chairpersonship of the Honorary General Secretary, shall:

- (a) Act as the central administrative organ of the Club in documentation and archival matters;
- (b) Maintain assets and manage the day-to-day operations of the Club;
- (c) Manage the spaces allocated to the Club, including but not limited to their administration, decoration, provision, and upkeep;
- (d) Provide channels of internal communication within the Club;
- (e) Initiate avenues for human resource management and development;
- (f) Serve as the main liaison between the Alumni Relations Team and the Management Committee;
- (g) Oversee club publications and the editorial team for The Cinnamon Roll.

## **7. The Finance Committee**

The Finance Committee, under the chairpersonship of the Honorary Financial Secretary, shall:

- (a) Act as the central finance organ of the Club for all accounting, claims and finance processing matters;
- (b) Drive the main sponsorship acquisition of the Club through the creation and maintenance of relationships between external stakeholders and the Club, and if necessary, assist in the sponsorship acquisition of other committees in the Club;
- (c) Generate sales for the Club, which includes but is not limited to being the sole merchandiser for USC related products (unless sanctioned by the Management Committee).

## **8. The Freshmen Orientation Programme Committee**

The Freshmen Orientation Programme (FOP) Committee, under the supervision of the Freshmen Orientation Director shall:

- (a) Ensure that the direction of FOP is in line with the objects of the Club;
- (b) Plan and execute the Club's freshmen orientation projects, namely (but not limited to) Scholaris, Freshmen Orientation Camp, Orientation Week (O'week), Rag, Flag, and Dinner and Dance;
- (c) Work with the Club's Honorary Financial Secretary to organize and manage the budget for FOP.

**Article VIII Finances**

The financial year of the Club shall be the financial year of the National University of Singapore Students' Union, extending from 1 October to 30 September of the following year.

1. 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 Honorary Financial Secretary who will endorse and forward all such bills, countersigned by the President, to the University Council for approval.
2. Any application for special or supplementary grant shall be subjected to endorsement by the Management Committee and shall be submitted by the Honorary Financial Secretary to the University Council for approval.
3. All committees of the Club, 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 collected shall be remitted to the Office of Financial Services for credit to the appropriate account.
4. Representatives from the NUSSU Finance Standing Committee, comprising of the NUSSU Financial Secretary and three (3) other members from the NUSSU Council, shall be the auditors of the Club's annual accounts.
5. The auditors' fee for the audit of the Club's accounts shall be met from the Club's funds.

**Article IX Elections**

The first elections of an academic year of the Management Committee members shall be conducted in accordance with the provisions prescribed in this Article.

1. The Election Committee shall conduct in the spirit of integrity the election of Management Committee members as well as the election of the NUS Students' Union Executive Representative.
2. The Election Committee shall consist of the following:
  - (a) The Returning Officer who shall be the chairperson of the Election Committee;
  - (b) Two Election Officers who shall assist the Returning Officer.
3. The Election Committee shall:
  - (a) Supervise elections of the USC Management Committee;
  - (b) Give notice of the elections to members of the Club at least seven (7) days before the date fixed for receiving nomination papers;
  - (c) Keep a register of voters and all voting slips, whether void or not, for up to 3 months;
  - (d) Announce to members of the Club the results of the elections no later than one (1) day after the conclusion of the elections;
  - (e) Have the authority to make decisions should unusual circumstances arise during Elections. These unusual circumstances refer strictly to situations that the USC Constitution does not provide instructions for.
4. Members of the Election Committee shall not themselves sponsor (by either proposing or seconding) any candidate or stand for election.

5. Each candidate running for elections shall have a proposer and a seconder on his/her nomination form. Failure to comply would result in the rejection of the nomination form by the Election Committee.
6. No proposer or seconder may sign more than one nomination form.
7. Each nomination form shall be signed by the proposer and seconder and shall contain the written consent of the candidate for election as a Management Committee member. The decision to withdraw the nomination form must be done by the candidate standing for election in the form of a letter of withdrawal signed by the candidate and addressed to the Club's Returning Officer with reasons provided. If the candidate fails to comply with the above, his or her nomination shall be deemed to be valid and not withdrawn.
8. The Club's Returning Officer shall announce to members of the Club the time and place at which he or she will receive the nomination papers.
9. Each candidate can only run either for a position within the Management Committee or as a NUSSU EXCO Representative under NUSSU's Election.
10. A candidate whose nomination papers are rejected by the Returning Officer shall have the right to appeal to the outgoing President of the Club and one other member of the Management Committee (who shall not be a member of the Election Committee). In addition, such a member shall not himself or herself be a candidate or sponsor any candidate for election.
11. Elections will first be conducted for the position of President, followed by the remaining Management Committee positions.
12. Election Procedures for Management Committee Candidacy
  - (a) If, after the closing of nominations, there is only one candidate nominated for any particular position in the Management Committee, the Returning Officer shall declare him/her selected, and a Vote of Confidence will be conducted for that particular position;
  - (b) If there is more than one candidate nominated for any particular position in the Management Committee, a contested vote shall be held for that particular position;
  - (c) If there are no candidates nominated for a position of President, the Returning Officer shall, in consultation with the Election Committee, have the discretion to extend the nomination period for a period of up to three (3) days. After which, the Election Committee will then proceed with the elections for the rest of the Management Committee, before organising a by-election to elect the President.
  - (d) If there are no candidates nominated for any particular position (except for the position of President) in the Management Committee, the Returning Officer shall declare the position as vacant. The incoming Management Committee can then decide how it wants the remaining vacancies in the Management Committee to be filled, whether through by-election or co-option of the remaining members.
13. A candidate elected as per Article IX Clause 12 shall directly assume the position in the newly formed Management Committee, only if the following requirements be met in full:
  - (a) For uncontested positions that are decided through a Vote of Confidence, the candidate must obtain at least 50% of confidence votes out of total valid votes casted.

- (b) For positions that are decided through a contested vote, the candidate with the simple majority of total valid votes casted will be elected.
  - (c) All positions, regardless contested or uncontested, must secure at least ten (10) percent of the Club's total membership or one hundred (100) members, whichever the lesser, as the minimum quorum for the election results to stand;
14. Voting shall take place not earlier than five (5) days and not later than ten (10) days after nomination has closed. Exceptions shall be granted if the nomination was extended as per Article IX Clause 12(c).
  15. Any appeals with regards to the elections results must be made to the Elections Committee through the Club's Returning Officer within 3 months from the conclusion of the election.

### **Article X      Interim Committee**

1. Composition
  - (a) If the Management Committee, through resignation or other causes, falls below two-thirds (2/3) of its normal total strength or where a vote of no confidence is passed on the Management Committee by the members of the Club at an Extraordinary General Meeting, the whole Management Committee shall resign from office.
  - (b) The Management Committee in office may also resign *en bloc* but may do so only at an Extraordinary General Meeting of the Club convened for this purpose.
  - (c) In the event of the whole Management Committee resigning from office, a new Management Committee shall be elected, within a period of not more than four (4) weeks.
2. Pending the election of the new Management Committee, there shall be an Interim Committee consisting of at least two (2), but not more than four (4) members who are representatives from each year of study from the membership. These representatives will be elected during the Extraordinary General Meeting in which the Management Committee leaves office.
3. The Interim Committee shall cease to hold office on election of a new Management Committee or at the end of four (4) weeks from the date of the resignation of the previous Management Committee, whichever is earlier.

### **Article XI      General Meetings**

1. The Honorary General Secretary shall convene all General Meetings – either the Annual General Meeting or any Extraordinary General Meeting.
2. **Extraordinary General Meeting**
    - (a) An Extraordinary General Meeting shall be convened by the Honorary General Secretary either on the instructions of the President of the Club, one-third (1/3) of the Management Committee, or at the written request of not less than twenty (20) members of the Club together with a written statement of object for which the meeting is called.
    - (b) The Honorary General Secretary shall convene an Extraordinary General Meeting within one (1) week of the receipt of the request for the meeting.

- (c) Notice of an Extraordinary General Meeting shall be given to members not less than three (3) days before the date of the meeting.
- (d) In the event of the Management Committee intending to resign *en bloc*, it shall do so only at an Extraordinary General Meeting to be convened for this purpose. The Club shall then elect an Interim Committee at the same Extraordinary General Meeting in accordance with Article X, Clauses 2 and 3.

### 3. The Annual General Meeting

- (a) The Annual General Meeting shall be held not later than the third (3<sup>rd</sup>) week of September, or the sixth (6<sup>th</sup>) week of the academic semester, whichever is earlier;
- (b) Notice of the Annual General Meeting shall be made known to members of the Club not less than ten (10) days before the date of the Meeting;
- (c) Any business for discussion at the Annual General Meeting shall be handed in, in writing by any at least two (2) club members, to the Honorary General Secretary not less than one (1) week before the date of the meeting.
- (d) The agenda of the Annual General Meeting should include:
  - (i) The Annual Report, both of which presented by the outgoing President of the Club;
  - (ii) The Presidential Address;
  - (iii) The audited statement of income and expenditure and balance sheet for the previous financial year, presented by the outgoing Honorary Financial Secretary;
  - (iv) Reports/learning points for each event, presented by the respective Project Heads;
  - (v) Any other matter of which notice in writing has been given to the Honorary General Secretary at least one (1) week before the meeting.

### 4. Censure or No-Confidence

- (a) A vote of censure or a vote of no confidence on the Management Committee or any member of the Management Committee may be taken at a General Meeting (i.e. either at the Annual General Meeting or at an Extraordinary General Meeting), provided it has been tabled on the Agenda for the particular meeting;
- (b) In such an event and at the same General Meeting, the Club shall appoint an Interim Committee or another member of the Committee for the remainder of the term of office of the Management Committee, as the case may be.

### 5. Quorum

- (a) **Ten (10) percent of the Club's total membership or one hundred (100) members, whichever is the lesser, present at the commencement of such a meeting shall constitute a quorum;**
- (b) **In the event of the required number not being present, the Club's Faculty Advisor shall be consulted. Should his/her approval be granted, the meeting can be allowed to proceed after a thirty (30) minute adjournment, irrespective of the number present. Should his/her approval not be granted, another meeting shall be held within one week of the postponement but not within twenty-four (24) hours where, irrespective**

**of the number present, the business fixed for the meeting shall be considered. No alteration of the Agenda shall be made during the period of postponement.**

6. Motions at General Meetings shall be carried by a simple majority vote.
7. No member shall vote by proxy, except in the event of proposition of dissolution of the club, in accordance to prevailing NUS and NUSSU Regulations.
8. All decisions made at General Meetings shall be binding on all members of the Club.

#### **Article XII    Discipline**

1. All members of the Club shall be bound by the existing Articles of the Constitution.
2. Disciplinary action in one of the following may be taken against any member who violates any of the Articles of the Constitution or acts in any way detrimental to the Club's activities, assets or members' interests:
  - (a) A Letter of Censure from the Management Committee of the Club, issued by the Honorary General Secretary with express approval from the President of the Club;
  - (b) Suspension from any or all the privileges of the membership for a period not exceeding one (1) year.
3. Disciplinary action shall be taken by the Management Committee only when at least two-thirds (2/3) of the members of the Management Committee have voted for such an action to be taken against the offender.
4. The Honorary General Secretary shall post the name of any member of the Club whom disciplinary action is taken on a public forum or any Club notice board for a period of one (1) week.

#### **Article XIII    Amendments to Constitution**

1. The Management Committee of the Club may propose amendments to the Constitution, including the revocation of part or whole of the Constitution, provided that at least two-thirds (2/3) of the members at a Meeting have voted in favour of such amendment(s).
2. An amendment to the Constitution, or revocation thereof, shall take effect immediately after the Statute has been prescribed or the date prescribed by the Statute.

*The above clauses are in accordance with Statute C1 laid down in the NUSSU Constitution.*

#### **Article XIV    Resignation**

1. Any member of the Management Committee resigning his/her office shall tender his/her resignation in writing and shall not be deemed to have resigned until his/her resignation is accepted by the President of the Club;
2. When the resignation of a member of the Management Committee has been accepted, the Management Committee has the authority to:
  - (a) Co-opt a member of the Club to fill in the vacancy in the Management Committee. This solution however, should only be considered if there is a person whom the Management Committee deems to be of sufficient merit;

- (b) Leave the position vacant and distribute the workload among the remaining members of the Management Committee.

**Article XV Interpretation of the Articles of the Constitution**

1. 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 power to use their own discretion.
2. In such an instance, the Management Committee shall make the appropriate ruling by basis of a simple majority vote.
3. The decision of the Management Committee shall be final unless it is reversed at an Extraordinary General Meeting convened by members of the Club for this expressed purpose and in accordance to guidelines laid down in Article XI, Clause 4 of this Constitution.

**Article XVI Date of Implementation**

1. This Constitution shall come into force on 4 July 2016.



**NATIONAL UNIVERSITY OF SINGAPORE**  
**REGULATION 9**  
**STUDENT ASSOCIATIONS AND ACTIVITIES**

**(A) NATIONAL UNIVERSITY OF SINGAPORE STUDENTS' UNION**

Constituent Bodies

1. The Union shall consist of the following constituent bodies provided that no constituent body shall be formed with fewer than fifty members:

- (a) Students' Arts and Social Sciences Club;
- (b) Students' Science Club;
- (c) Students' Medical Club;
- (d) Students' Dental Club;
- (e) Students' Law Club;
- (f) Students' Business Club;
- (g) Students' Design and Environment Club;
- (h) Students' Engineering Club;
- (i) Students' Computing Club;
- (j) Students' University Scholars Club;
- (k) Students' Sports Club;
- (l) Students' Cultural Activities Club;
- (m) Students' Community Service Club; and
- (n) Students' Political Association.

2. A constituent body may not be dissolved except by a resolution of the Board of Trustees.

Membership

3. Membership of the Union and its constituent bodies shall be confined to registered full-time undergraduate students of the University for whom membership shall be compulsory.

4. A student who has ceased to be a full-time registered student by reason only of his having completed his undergraduate course of study may, at the absolute discretion of the President, be deemed eligible to continue his membership of the Union until the date of the election of the next Union Council (defined below) or until such other date as the President may designate by instrument in writing.

5. Members of the Union shall be members of the constituent body relevant to the Faculty in which they are registered students. Membership in one or more of the other constituent bodies listed in paragraphs 1(k), (l), (m) and (n) of this Regulation shall be optional provided that membership of the Students' Political Association shall be confined only to members of the Union who are Singapore citizens.

Management Committees

6. Each constituent body shall be managed by a "Management Committee" elected by members of that constituent body.

7. The size of each Management Committee shall be proportionate to the membership of the relevant constituent body, the ratio of Management Committee members in relation to the total membership being 1:100 or part thereof. Notwithstanding this ratio:
- (a) a constituent body with a membership not exceeding 400 members shall elect five Management Committee members only; and
  - (b) a constituent body with more than 1,500 members shall elect twenty Management Committee members only.
8. A Management Committee shall have powers to co-opt additional members for the proper administration of the constituent body but such co-opted members shall have no voting rights.

#### Union Council

9. The Union shall be managed by a “Union Council” consisting of the following:
- (a) “Union Representatives” elected from each of the Management Committees by members of the respective Management Committees, the ratio of Union Representatives in relation to the size of a Management Committee being 1:5 or part thereof. The President of each Management Committee shall be a Union Representative. Co-opted members on any Management Committee shall not increase the proportion of Union Representatives to be elected from that Management Committee and shall not be eligible for election to the Union Council.
  - (b) Members of an “Executive Committee” (who shall not concurrently be members of a Management Committee) elected from each of the constituent bodies by members of the respective constituent bodies. The number of Executive Committee members to be elected shall be determined in accordance with the size of the membership of each body, the ratio being one Executive Committee member to be elected from a constituent body with up to one thousand members and two Executive Committee members from a constituent body with more than one thousand members.
10. A member of the Union shall not be eligible for election to the Union Council or Executive Committee if he is:
- (a) Found guilty of a disciplinary offence under the provisions of the Statute on Discipline with Respect to Students; or
  - (b) Under academic warning or probation (or repeating a course of study, if he is from a non-modular Faculty) in the year of election.

#### Use of University Premises or Facilities

11. The Board of Trustees may assign to the Union the use of any University building or room on such conditions and for such periods as it thinks fit and may, in its absolute discretion, withdraw any such assignment at any time without giving reasons.
12. The Union and any of its constituent bodies shall obtain the approval of the Board of Trustees before entering into contracts with persons outside the University where the use of any University premises or facilities are involved. This shall not apply to contracts with a value of less than Singapore Dollars Ten Thousand (S\$10,000).
13. Except with the approval of the Dean of Students, no meeting to which members of the general public, not being students, are invited shall be held on University premises. This shall not apply to attendance at meetings of a University society by members of the society who are not students.

Finances

14. The entrance fee and Union subscriptions shall be collected and retained by the University's Office of Financial Services or its equivalent in the respective accounts of the Union and its constituent bodies.

15. The Union and its constituent bodies shall each submit a budget in accordance with its programme of activities and within the limits of its financial resources for the approval of the Board of Trustees at the beginning of each academic year.

16. All payments in respect of expenditure properly incurred by the Union and its constituent bodies shall be made by the University's Office of Financial Services or its equivalent from the appropriate account.

17. All donations to, and funds raised by, the Union and its constituent bodies shall be paid to the University's Office of Financial Services or its equivalent for the credit of the appropriate account.

**(B) OTHER STUDENT ASSOCIATIONS**

18. No University society shall be formed without the approval of the President or continue in existence if such approval is withdrawn.

19. No University society shall, without the approval of the President, affiliate with any society, which is not a University society.

20. Except with the approval of the Dean of Students, no meeting to which members of the general public, not being students, are invited shall be held in the University premises. This shall not apply to attendance at meetings of a University society by members of the society who are not students.



**NATIONAL UNIVERSITY OF SINGAPORE**

**STUDENTS' UNION**

**CONSTITUTION**

**STATUTE C1**

**Article II – Objects**

1. To promote and safeguard the interests of the members of Union within the University.
2. To uphold and respect the dignity and equality of every member of the Union without regard to religion, race or politics.
3. To promote the welfare of members within the University.

**Article XII – 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 Statute, shall be communicated to the Honorary General Secretary.
2. The Union or its Executive Committee may propose for the University Council's consideration, amendments to the Constitution, including the revocation of part or whole of the Constitution, provided at least 2/3 of the members present at the meeting have voted in favour of such amendments.
3. An amendment to the Constitution, or any revocation thereof, shall take effect immediately after it has been prescribed by Stature or on such date as may be prescribed by Stature.