

THE CONSTITUTION OF THE NATIONAL UNIVERSITY OF SINGAPORE STUDENTS' CULTURAL ACTIVITIES CLUB

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

ARTICLE I – Name and Place of Business

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

ARTICLE II – Objectives

1. To promote cultural awareness and interests of members of the Club.
2. To foster corporate life among members of the Club without regard to nationality, race, religion or politics.

ARTICLE III – Membership

1. Only matriculated, full-time, undergraduate students of the University shall be eligible to be members of the Club.
2. Members shall have the right-
 - (a) to stand for election, to nominate or second a candidate for election, and to vote in the Club's elections;
 - (b) to attend, speak and vote at Annual General Meetings & Extraordinary General Meetings of the Club;
 - (c) to participate in activities of the Club.
3. Members shall abide by the Constitution and not act in any way inconsistent with its objectives.
4. Except with approval of the University Council, only members may participate in any of the activities of the Club.

ARTICLE IV – Administration

1. Management Committee

The administration of the Club shall be vested in the Management Committee which shall be elected in accordance with the provisions of clause 5 of Statute 11 (The National University of Singapore Students' Union as the same shall be amended, modified or re-enacted from time to time).

2. Composition of Management Committee

(1) The Management Committee shall consist of the following members:

- (a) President
- (b) Vice-President (Standing Committees)
- (c) Vice-President (Special Projects)
- (d) Honorary General Secretary
- (e) Honorary Financial Secretary
- (f) Honorary Assistant Financial Secretary
- (g) Social & Welfare Secretary
- (h) Marketing Director
- (i) Publications & Publicity Director
- (j) IT Director
- (k) Resource Director

All except the Honorary Financial Secretary shall be eligible for re-election to the same position for any subsequent term.

Members elected into the Pro-tem Committee shall be the First Management Committee of the Club.

(2) (a) The members of the Management Committee shall be elected by the members of the Club not later than the eighth week of the First Term of the University's academic year.

(b) The office bearers of the Management Committee shall be elected by the Management Committee from among its own members.

(3) Members of the Management Committee shall hold office from the date of election until the next occasion upon which a new Committee is elected.

(4) The names of the office bearers and members of the Management Committee shall be submitted to the University Registrar within one week of their election.

3. Functions of Management Committee

The Management Committee shall-

- (1) be responsible for the formulation of policies and organization of activities which are consistent with the objects of the Club;
- (2) have charge of the properties of the Club;
- (3) be responsible for the proper expenditure of the Club's finances in accordance with the budget approved by Dean of Students;
- (4) publish an annual report on the Club's activities, which shall also include the annual accounts of the Club.

4. Powers of Management Committee

The Management Committee shall have the following powers:

- (1) to elect Union Representatives from among its members to the Council of the Students' Union in accordance with the provisions of clause 6 of Statute 11 (The National University of Singapore Students' Union as the same shall be amended, modified or re-enacted from time to time);
- (2) to consider the provisional annual budget prepared by the Honorary Financial Secretary for the two periods 1 October to 31 March and 1 April to 30 September prior to its submission to the University Council and Office of Finance for approval;
- (3) (a) to appoint such standing or special committees as it considers necessary for the proper administration of the Club and to exercise control over such committees;

(b) to delegate to such committees such powers as it considers necessary;
- (4) (a) to accept the resignation of any member of the Club;

(b) to accept the resignation of any Union Representative or member of the Management Committee or any other office bearer of the Club and to fill, by appointment from among the Club members, the vacancy thus arising;

(c) to appoint a Club member to fill a vacancy that may arise from resignation, on other cause, of an Executive Committee Member elected by the Club to the Council of the Students' Union. Such appointment shall not be made from among the Management Committee members;
- (5) to take disciplinary action against members who violate the Constitution of the Club;
- (6) to authorize publications or release official statements on behalf of the Club, such publications and statements to be consistent with the objectives of the Club. No official statement may be made except by the President or Honorary General Secretary 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 National University of Singapore Students' Union, notwithstanding the fact that the Club is a constituent body of that Union;

- (7) to give a decision on behalf of the Club upon any matter consistent with the objectives of the Club but not provided for in this Constitution;
- (8) to convene meetings of the Club;
- (9) to co-opt members for the proper administration of the Club which can take on of the following forms:-
 - (a) If the number of candidates are nominated for election to the Management Committee coincides with the number of vacancies to be filled, those candidates shall be deemed to be elected. If fewer, the candidates shall be deemed to be elected and the Management Committee may appoint further members to complete the required number to satisfy the requirement of the Article IV clause 2(1) herein. The members so appointed shall be deemed to have been elected at the Annual General Meeting and shall be entitled to vote at the Management Committee meetings.
 - (b) The Management Committee may co-opt up to three members to sit on the Management Committee and such members shall hold office until the next Annual General Meeting following their co-option. Such co-opted members shall not have a vote at Management Committee meetings and shall not be deemed to be Management Committee members.

5. Meetings of Management Committee

- (1) The meetings of the Management Committee shall be either Ordinary or Extraordinary.
 - (2)
 - (a) Ordinary meetings shall be held at least thrice a term.
 - (b) The Honorary General Secretary shall give at least seven days' notice of such meetings.
 - (c) Members of the Management Committee shall give three days' notice before the date of meeting to the Honorary General Secretary of amendments to the agenda.
 - (d) The date and time of each meeting shall be determined by the President but the first meeting in the academic year shall be held no later than the tenth week of the First Term.
 - (3)
 - (a) Extraordinary meetings shall be held whenever matters requiring urgent attention arise or when a written request signed by three members of the Management Committee is received by the Honorary General Secretary.

- (b) Only the matter for which the Extraordinary meeting is called shall be on the agenda.
- (c) An Extraordinary meeting shall be convened by the Honorary General Secretary within 7 days of the receipt of the written request for the meeting.
- (4) At least half the existing members of the Management Committee shall constitute a quorum.
- (5) In the absence of the President at any meeting, the Vice-President shall appoint a chairman (who shall not be the Honorary General Secretary) from among its own members.

ARTICLE V – Duties and powers of Office Bearers

1. The President Shall-

- a) be the chairman of all meetings of the Management Committee where he is present;
- b) have the right to call meetings of the Management Committee and of the Club;
- c) be responsible for the smooth running of all projects and performance organized for promoting the cultural awareness as well as enriching the cultural environment in the University;
- d) the President, or in his absence, a member of the Management Committee (other than the Honorary General Secretary) elected by most senior office-bearer present to officiate as chairman, shall have a casting vote at meetings of the Management Committee.

2. The Vice-President (Standing Committees) shall-

- a) have all duties, powers and responsibilities of the President devoted upon him in the absence of the President except on matters regarding special projects;
- b) oversee the functioning of the various committees, excluding committees under Special Projects;
- c) be the chairperson of the Board of Standing Committees;
- d) oversee the functioning of the Publications & Publicity committee.

3. The Vice-President (Special Projects) shall-

- a) oversee the functioning of the various Special Projects of the Club and the Special Projects Wing;
- b) appoint committees for the purpose of carrying out its projects and organizing projects that promote social and welfare within the Club.

4. The Honorary General Secretary shall-

- a) be responsible for convening all meetings of the Club and of the Management Committee;
- b) keep minutes of meetings of the Club and of the Management Committee;
- c) has charge of all Club records and conduct the correspondence of the Club;
- d) submit at Management Committee meetings any matter for discussion received from members of the Club;
- e) make available the records of the Club for inspection by any member of the Club who shall have given one week's notice of intention to inspect the records;
- f) prepare the annual report of the Club for presentation to members;
- g) be responsible for the updating of the club notice board.

5. The Honorary Financial Secretary shall-

- a) prepare and submit to the Office of Finance, on behalf of the Management Committee, the provisional annual budget of the Club for the two periods 1 October to 31 March and 1 April to 30 September for approval by the Dean of Students;
- b) keep a record of the Club's accounts;
- c) present at the Annual General Meeting, for the information of the members, the Club's audited accounts for the preceding year;
- d) receive, on behalf of the Club, any funds that may be paid to the Club. Such funds shall be remitted to the Office of Finance for credit to the Club's accounts;
- e) sign and submit to the Office of Finance for payment all bills of expenditure, properly incurred in accordance with the approved budget, such as bills to be countersigned by the President.

6. The Honorary Assistant Financial Secretary shall-

- a) assist the Honorary Financial Secretary in the execution of the latter's responsibilities;
- b) have all duties, powers and responsibilities of the Honorary Financial Secretary in the absence of the Honorary Financial Secretary.

7. The Social & Welfare Secretary shall-

- a) oversee all matters related to the social activities and welfare of the Club's members under the supervision of the Vice-President (Special Projects);
- b) be responsible for the smooth running of all social and welfare projects;
- c) organize activities to foster closer relationships among the Club's members;

- d) be responsible for inventories of the Special Projects Wing.

8. The Marketing Director shall-

- a) oversee all aspects of marketing undertaken by the Club;
- b) oversee marketing of various Special Projects of the Club;
- c) maintain a database of sponsors;
- d) certify the Club's marketing sponsorships to be counter-signed by the President.

9. The Publications & Publicity Director shall-

- a) oversee the Publications & Publicity Committee under the supervision of the Vice-President (Internal Affairs);
- b) be responsible for the smooth running of all projects related to the publications and publicities of the Club's activities;
- c) publicize such activities of the Club as may be directed by the Management Committee;
- d) disseminate such information as may be directed by the Management Committee;
- e) be responsible for maintaining the Club's website, notice board, and coordinating the works of the editorial team of the Club's publications;
- f) the Publications & Publicity Director may appoint committees for the purpose of carrying out its projects, all such committees to be appointed among the Club's members.

10. The IT Director shall-

- a) be responsible for the maintenance and updating of the club's website.

11. The Resource Director shall-

- a) be responsible for the inventories of the committee;
- b) be responsible for the procurement of new equipment as necessitated by the Management Committee or the Standing Committees, subject to approval by the Office of Finance.

ARTICLE VI – Standing Committees and Special Chapters

There shall be the following Standing Committees:

1. Board of Standing Committees

The Board of Standing Committees shall consist of the following positions:

- a) Vice-President (Standing Committees) who shall be the Chairperson
- b) Secretary
- c) Treasurer
- d) Cultural Activities Committees' Chairpersons

2. Cultural Activities Committee

The Cultural Activities Committee shall consist of the following positions:

- e) Chairperson
- f) Vice-Chairperson
- g) Secretary
- h) Treasurer
- i) Welfare Officer

3. Special Projects Wing

The Special Projects Wing shall consist of the following positions:

- a) Vice-President (Special Projects) who shall be the Chairperson
- b) Special Projects Executive(s)

4. Publications & Publicity Committee

The Publications & Publicity Committee shall consist of the following positions:

- a) Chairperson
- b) Vice-Chairperson
- c) Secretary
- d) Treasurer
- e) Editorial Head

5. Elections Committee

The Elections Committee shall consist of the following positions:

- a) The Returning Officer who shall be the Chairperson of the Committee
- b) Three Elections Officers who shall assist the Returning Officer

The Management Committee shall elect the Election Committee.

The duties of the Election Committee shall be to:

- a) supervise elections to the Management Committee and the election of the Executive Committee Members to the Students' Union;
- b) give notice of the elections at least 7 days before the date fixed for receiving nomination papers;
- c) announce the seats that are to be filled in accordance with the provisions of clauses 5 and 6 of Statue 11 (The National University of Singapore Students' Union as the same shall be amended, modified or re-enacted from time to time).

6. Colours Award Committee

The Colours Award Committee shall consist of the following positions:

- a) The Outgoing President who shall be the Chairperson of the Committee
- b) Two Colours Award Officers who shall assist the Chairperson

The Management Committee shall elect the Colours Award Officers.

The duties of the Colours Award Committee shall be to:

- a) determine the awards received by the applicants using the Colours Award guidelines;
- b) the Colours Award guidelines shall be endorsed by the Management Committee;
- c) conduct interviews to determine the Gold Colours Award recipients;
- d) provide the Club members a minimum period of 14 days for submission of Colours Award applications.

7. Special Chapters

- a) The Management Committee, subject to paragraph (2) of this clause, may establish special chapters for the purpose of furthering the specific cultural interests of the Club's members.
- b) No chapter may be formed until it has been approved by the University Council.
- c) Every chapter, when so formed, shall be provided for in a schedule which shall be attached to this Constitution and which shall contain the rules pertinent to the chapter. Such rules may be modified or amended by the University Council whenever it deems appropriate.
- d) The schedule shall form part of this Constitution.

ARTICLE VII – Finances

1. The financial year of the Club shall be the financial year of the National University of Singapore Students' Union, extending from 1 April to 31 March of the year following.
2. All bills of expenditure of the Club and all of its committees and chapters, 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 Office of Finance for payment.
3. Any application for special or supplementary grants shall be subjected to endorsement by the Management Committee and shall be submitted by the Honorary Financial Secretary to the University Council for approval.

4. Before making any collections on behalf of the Club, all committees of the Club must obtain the sanction of the President and Honorary Financial Secretary and approval from the University for such collection. All funds collected shall be paid by the Club to the Office of Finance for credit to the appropriate account.
5. The Club and its committee shall not operate a bank account.
6. The auditors of the Club's annual accounts shall be the auditors of the Students' Union.
7. The auditors' fee for the audit of the Club's accounts shall be met from the Club's funds.

ARTICLE VIII – Elections

1. The first election of an academic year of the Management Committee members and of Executive Committee members to the Council of the Students' Union shall be conducted in accordance with the provisions prescribed in the Article.
2. The Elections Committee shall conduct elections of the Management Committee members and Executive Committee members at the same time.
3. Each candidate nominated for election shall have a proposer and a seconder.
4. No proposer or seconder may sign more nomination papers than there are vacancies to be filled.
5. Each nomination form shall be signed by the proposer and seconder and shall contain the written consent of the candidate for election either as a Management Committee Member of the Club or as an Executive Committee Member of the Council of the Students' Union. 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, his nomination shall be deemed to be valid and not withdrawn.
6. The Returning Officer of the Elections Committee shall announce to the members the time and place at which he will receive the nomination papers.
7. The Returning Officer shall reject any nomination paper that does not comply with the provisions laid down in this Article.
8. A candidate whose nomination papers are rejected by the Returning Officer shall have the right of appeal to the University Dean of Students and one other member of the Club (who shall not be a member of the Election Committee) appointed by the Management Committee. In addition, such member shall not himself be a candidate or sponsor any candidate for election.
9. (1) If, after the closing of nominations, the number of candidates nominated coincides with the respective number of vacancies to be filled, the Returning Officer shall declare the candidates elected.

- (2) If the number of candidates exceeds the number of vacancies available, a secret ballot shall be held for the seats contested.
 - (3) If the number of candidates is less than the number of vacancies available, the Returning Officer shall declare the candidates elected. The remaining vacancies in the Management Committee shall be filled in accordance with Article IV, Clause 4(9) above.
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- 10. Balloting shall take place not earlier than one week and not later than 10 days after nominations close. The time, date and place for such ballot shall be announced on notice boards by the Returning Officer.
 - 11. The Returning Officer shall be in charge of the ballot with the assistance of the Election Officers.
 - 12. Members of the Elections Committee shall not themselves sponsor any candidate or stand for election.

ARTICLE IX – General Meetings

- 1. General Meetings shall be convened by the Honorary General Secretary.
- 2. These shall be the Annual General Meeting or Extraordinary General Meeting.
- 3. (a) The Annual General Meeting shall be held not later than the last week of September.

(b) Notice of the Annual General Meeting shall be given to members not less than ten days before the date of the Meeting.

(c) Any business for discussion on at the Annual General Meeting shall be handed in, in writing by any five members, to the Honorary General Secretary not less than one week before the time of the Meeting.
- 4. (a) An Extraordinary General Meeting shall be convened by the Honorary General Secretary either –
 - (i) on the instruction of the President
 - Or (ii) on the instruction of the Management Committee
 - Or (iii) at the written request of not less than 50 members of the Club together with a written statement of the object for which the meeting is called.
(b) An Extraordinary General Meeting shall be held within one week of the receipt of the request for the Meeting by the Honorary General Secretary.

(c) Notice of an Extraordinary General Meeting shall be posted up not less than three days before the date of the meeting.

(d) No Extraordinary General Meeting shall be convened during vacations.

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

5. (1) A vote of censure or of no confidence on the Management Committee or on any member of that Committee may be taken at the Annual General Meeting or at an Extraordinary General Meeting, provided it is on the agenda for that Meeting.

(2) In such an event and at the same General Meeting, the Club shall elect a new Management Committee or another member of that committee for the remainder of the term of office of the Management Committee or of the member, as the case may be.
6. In the event of the Management Committee intending to resign en bloc, it shall do so only to the Club at an Extraordinary General Meeting to be convened for this purpose. The Club shall then elect a new Management Committee at the same Extraordinary General Meeting to hold office for the remainder of the term of office of that Committee.
7. (1) Twenty-five percent or 100 members, whichever is the less, present at the commencement of a meeting shall constitute a quorum.

(2) In the even of the required number not being present, another meeting shall be held within one week of the postponement but not within 72 hours when, 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.
8. Motions shall be carried by simple majority vote.
9. No member shall vote by proxy.
10. All decisions made at the General Meetings shall be binding on members of the Club.

ARTICLE X – Discipline

1. All members shall be bound by the existing Articles of the Constitution.
2. Disciplinary action in one of the following forms may be taken against any member who violates any of the Articles of the Constitution or acts in any way derogatory to the Union:
 - (1) Fines not exceeding fifty dollars;
 - (2) Suspension from any or all of the privileges of membership for a period not exceeding one year.

3. Disciplinary action shall be taken by the Management Committee only when two-thirds of the members of the Committee present at the meeting have voted for such action.

ARTICLE XI – Amendments to the Constitution

1. The University Council may propose amendments to the Constitution, including the revocation of part or whole of the Constitution, and such amendments, immediately on their being prescribed by Statute, shall be communicated to the Honorary General Secretary.
2. The Club or its Management Committee may propose, for the University Council's consideration, amendments to the Constitution, including the revocation of part or whole of the Constitution, provided at least two-thirds 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 Statute or on such date as may be prescribed by Statute.

ARTICLE XII – Interpretation

1. In the even 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 use its own discretion exercised in good faith. The decision of the Management Committee shall be final unless it is reversed in the General Meeting of members.