

# THE CONSTITUTION OF THE NANYANG TECHNOLOGICAL UNIVERSITY STUDENTS' UNION

## Article I: Definition

- (a) In this Constitution, unless the context otherwise requires –
  - ‘University’ means the Nanyang Technological University;
  - ‘Union’ means the Nanyang Technological University Students’ Union;
  - ‘Council’ means the Council of the Union;
  - ‘Executive Committee’ means the Executive Committee of the Union;
  - ‘Management Committee’ means the Management Committee of a constituent body;
  - ‘Member’ means a member of the Union;
  - ‘Student’ means a full-time undergraduate student of the University or any student not holding a Bachelor’s degree who is reading a full-time course of study leading to a diploma, the duration of which is not less than two academic years or any graduate student pursuing a full-time course of study leading to a Postgraduate Diploma in Education, the duration of which is either one academic year, or in the case of a candidate specialising in Physical Education, two academic years.
- (b) The place of business of the Union shall be:
  - c/o One Stop @ SAC
  - 50 Nanyang Avenue
  - NS3-01-03 Academic Complex North
  - Singapore 639798

## Article II: Objects

- (a) To promote and safeguard the interests of the members of the Union within the University.
- (b) To uphold and respect the dignity and equality of every member without regard to religion, race and politics.
- (c) To promote the welfare and the social, cultural, educational and sporting activities of members of the Union.
- (d) To provide a recognised means of communication between members of the Union and the University.
- (e) To foster corporate life among members of the Union without regard to religion, race and politics.

## Article III: Membership

- (a) Membership of the Union shall be restricted to the following categories of students for whom membership shall be compulsory:
  - (1) Full-time undergraduate students of the University;

- (2) Students not holding a Bachelor's degree who are reading a full-time programme leading to a diploma, the duration of which is not less than two academic years; and
  - (3) Graduate students pursuing a full-time programme leading to the Graduate Diploma in Education, the duration of which is either one academic year or, in the case of a candidate specialising in Physical Education, two academic years.
- (b) Members shall -
- (1) have the right to vote and, subject to sub-clause (c) below, stand for Union elections and to participate in all Union activities.
  - (2) have the right to attend, speak and vote at General Meetings of the Union.
  - (3) have the right to use all the facilities provided by the Union.
  - (4) have such other privileges as the Council may determine from time to time.
- (c) Only matriculated, full-time undergraduate students of the University shall be eligible to stand for Union elections to the posts of President, Vice-President, Honorary General Secretary and Honorary Financial Secretary of the Union Executive Committee and the Chairman of the Council.
- (d) All members shall abide by the Constitution of the Union and shall not act in any way inconsistent with the objects of the Union.
- (e) All members shall pay the entrance fee and annual subscription together with their tuition fees. There shall be no refund of such fees which have been paid.

#### **Article IV: Subscription**

- (a) Each member of the Union shall pay an entrance fee of ten dollars and seventy cents (\$10.70 inclusive of GST) and a subscription of twenty-four dollars and sixty cents (\$24.60 inclusive of GST) per academic year.
- (b) The subscription collected shall be apportioned as follows:
  - 1/3 to the Students' Union
  - 1/3 to academic constituent clubs
  - 1/3 to non-academic constituent clubs

#### **Article V: The Council**

- (a) The Council shall consist of the following members:
  - (1) The Presidents of the constituent clubs;
  - (2) The Vice-President or the Honorary General Secretary of the non-academic constituent clubs, as decided by their respective Management Committees;
  - (3) Members of the Executive Committee (who shall not concurrently be members of any management committee) elected from members of the constituent bodies.
- (b) Term of Office
  - (1) The tenure of office of a member of the Council shall commence from the date of election until the date of the election in the following year.
  - (2) A member of the Council shall vacate his office when he ceases to be a member of the Union
- (c) Functions

The Council shall -

- (1) be responsible for laying down the policies of the Union, consistent with the objects of the Union.
- (2) maintain any premise as may be assigned to it by the Director, Student Affairs in accordance with the conditions laid down by the Director, Student Affairs.
- (3) be responsible for the organisation of any functions that are consistent with the objects of the Union.
- (4) control the administration of the Union.

(d) Powers

The Council shall have the power to -

- (1) make, amend and repeal Regulations as may from time to time be necessary to give effect to the objects of the Union set out in Article II.
  - (2) consider any matter affecting the interests of its members and formulate policy on any such matter.
  - (3) appoint Standing Committees necessary for the proper administration of the Union.
  - (4) appoint special committees and to delegate to them such duties and powers as the Council may determine.
  - (5) appoint from among the members a protem president who shall assume all powers and duties of the President in the absence of the President and Vice-President.
  - (6) exercise control over the Executive Committee.
  - (7) co-opt members to attend its meetings. Such members may take part in the discussions but shall not have the right to vote.
  - (8) accept the resignation of any member of the Council or Executive Committee and to fill any vacancy arising therefrom in accordance with the provisions of the Constitution.
  - (9) initiate disciplinary action against any member of the Union who has acted in a manner detrimental to the Union or contravened any of the provisions of this Constitution.
  - (10) pass the budget estimates prepared by the incoming Executive Committee.
- (e) Meetings of the Council shall be in accordance with the Meeting Regulations formulated and approved by the Council.

## **Article VI: The Executive Committee**

(a) Composition

The Executive Committee shall consist of at least the following:

- (1) The President who shall be Chairman of the Committee;
- (2) The Vice-President;
- (3) The Honorary General Secretary;
- (4) The Honorary Financial Secretary;

(b) Functions

The Executive Committee shall -

- (1) be responsible for implementing the resolutions and decisions passed or made by the Council at the Council meetings.

- (2) be responsible for carrying out the general policies of the Union as laid down by the Council.
  - (3) be the recognised means of communication between the Union and the University.
- (c) Powers
- The Executive Committee shall have the power to -
- (1) appoint special committees from time to time as are necessary for the proper administration of the Union.
  - (2) convene all meetings of the Union.
  - (3) co-opt members of the Union to be present at its meetings and to participate in its deliberations as it thinks fit. Such members shall not have the right to vote.
  - (4) accept the resignation of any member of a sub-committee or any other committee and fill the vacancy thus arising.
- (d) The Executive Committee may make standing orders to regulate the procedure for all meetings of the Union, the Executive Committee and all sub-committees of the Union.
- (e) No member of the Council shall hold more than one permanent office in the Executive Committee.
- (f) Meetings of the Executive Committee shall be in accordance with the Meeting Regulations formulated and approved by the Council.
- (g) Duties and Powers of Officers of the Executive Committee
- (1) The President
    - (a) The President shall be the Chairman of the Executive Committee.
    - (b) The President, or any person acting as Chairman, shall have a casting vote when there is an equality of votes.
    - (c) The President shall preside at all meetings of the Executive Committee.
    - (d) The President shall have the right to call meetings of the Executive Committee, of the Union and of the Council.
    - (e) The President shall countersign all bills of the Union.
    - (f) All duties, powers and responsibilities of the President shall, in his absence, devolve upon one of the Vice-Presidents, if there is more than 1 Vice-Presidents in the Executive Committee. The Executive Committee shall decide by way of voting on which Vice-Presidents shall hold the office of President.
    - (g) The Vice-President mentioned in Article VI(f)(2) shall hold the office of President until a new President is elected at the next meeting of the Council, in the event of the President's position falling vacant.
  - (2) The Vice-President
    - (a) The Vice-President shall assist the President in the performance of his duties.
  - (3) The Honorary General Secretary
    - (a) The Honorary General Secretary shall be the Secretary at all meetings of the Executive Committee.
    - (b) The Honorary General Secretary shall take charge of the Union's records and conduct the correspondence of the Union.

- (c)The Honorary General Secretary shall be responsible for convening all meetings of the Union, and the Executive Committee, except meetings of the Council.
  - (d)The Honorary General Secretary shall keep minutes of the meetings of the Executive Committee in suitable minutes books and publish, using reasonable means, copies of these minutes within fourteen days of such meetings. He shall also circulate copies of these minutes to all members of the Council within fourteen days of each meeting.
  - (e)The Honorary General Secretary shall submit at the Executive Committee meetings any matters for discussion received from members of the Union.
  - (f)The Honorary General Secretary shall record every formal meeting between office-bearers of the Union and the key officers of the University, except those of the Council Officers. Every such record shall be submitted to the officer of the University involved for his approval and signature and be inspected by any member of the Union.
  - (g)The Honorary General Secretary shall maintain a permanent record of all the decisions policy made by the Executive Committee.
  - (h)The Honorary General Secretary shall submit the records of the Union for the inspection of any member of the Union who shall have given at least three days' notice of intention in writing to inspect the records.
  - (i)The Honorary General Secretary shall prepare and submit on behalf of the outgoing Council an annual report of the Union at the Annual General Meeting.
  - (j)The Honorary General Secretary shall in the event of the Council ceasing to remain in office before the expiry of its term, prepare and submit on its behalf a report of the Union's activities, covering its period of office to the Honorary General Secretary of the incoming Council within four weeks of the change in the membership of the Council.
- (6) The Honorary Financial Secretary
- (a)The Honorary Financial Secretary shall keep a record of the Union's accounts.
  - (c)The Honorary Financial Secretary shall receive from the Office of Finance and present at the Annual General Meeting, the audited statement of income and expenditure and balance sheet for the previous financial year for the Union's information.
  - (d)The Honorary Financial Secretary shall prepare and present the provisional budget for two periods, 1st September to 31st March of the ensuing year and 1st April to 31st August, to the incoming Union Council.
  - (e)The Honorary Financial Secretary shall prepare and present any funds that may be paid to the Union. Such funds shall be remitted to the Office of Finance to be credited to the Union's accounts.

## **Article VII: Interim Council**

### **(a) Composition**

- (1) If the Council, through resignation or other cause, falls below two-thirds of its normal total strength or where a vote of no confidence is passed on the Council, the whole Council shall resign from office.
  - (2) The Council in office may resign en bloc but may do so only at an Extraordinary General Meeting of the Union convened for this purpose.
  - (3) In the event of the whole Council resigning from office, a new Council shall be elected, within a period of not more than four weeks, in accordance with Article X of this Constitution.
  - (4) Pending the election of the new Council, there shall be an Interim Council consisting of at least ten but not more than fifteen members, elected at a joint meeting of the Management Committees of the Union's constituent bodies, such meetings to be convened as early as possible by the out-going Honorary General Secretary.
  - (5) A member of a Management Committee on whom a vote of no confidence has been passed in his capacity as a member of the Council, shall not be eligible for election to the Interim Council.
- (b) Functions  
The Interim Council shall assume all functions of the Council as provided for in Article V(c) of this Constitution.
- (c) Powers  
The Interim Council shall have such powers as are provided for in Article V(d) of this Constitution.
- (d) Term of Office  
The Interim Council shall cease to hold office immediately on the election of a new Council or at the end of four weeks from the date of the resignation of the previous Council whichever is the earlier.

### **Article VIII: Finance**

- (a) The financial proceedings shall be in accordance with the Finance Regulations.

### **Article IX: General Meetings**

- (a) The General Meetings of the Union shall be in accordance with the Meeting Regulations.

### **Article X: Elections**

The election of the Executive Committee members to the Students' Union and of the Management Committee members of the Constituent Clubs in an academic year shall be conducted in accordance with provisions prescribed in this Article.

- (a) The election proceedings shall be in accordance with the Election Regulations.

### **Article XI: Amendments to the Constitution**

- (a) The Director, Student Affairs may propose amendments to the Constitution, including the revocation of part or the whole of the Constitution, and such proposed amendments shall be communicated to the Honorary General Secretary.
- (b) Beginning from the first Executive Committee, only at three years' interval, may the Council propose for the consideration of the Student Affairs Office, amendments to the Constitution, including the revocation of part or the whole of the Constitution provided at least two-thirds of the members present at the General Meeting have voted in favour of such amendments. However, during each three-year interval, the Executive Committee may file any amendments to be proposed, for the consideration of the Council taking office at the end of the interval.
- (c) An amendment to the Constitution, or any revocation thereof, shall take effect immediately after it has been prescribed by the Constitution.

### **Article XII: Discipline**

- (a) All disciplinary proceedings shall be in accordance with the Discipline Regulations.

### **Article XIII: Regulations**

- (a) The purpose is to govern the essential proceedings of the Union.
- (b) The Union shall maintain at least the following Regulations:
  - (1) Council Regulations
  - (2) Executive Committee Regulations
  - (3) Elections Regulations
  - (4) Discipline Regulations
  - (5) Finance Regulations
  - (6) Meeting Regulations
  - (7) Referendum Regulations
  - (8) Standing Committee Regulations
  - (9) Miscellaneous Regulations
- (c) A Motion seeking to amend or remove any provision of this Regulation shall not be passed unless it has been supported by the votes of:
  - (1) Not less than half of the total number of voting council members present during a Council Meeting, or
  - (2) Not less than half of the total numbers of Union Members present during a General Meeting of the Union.

### **Article IX: General**

- (a) Resignation
  - (1) Any office-bearer resigning from his office shall tender his resignation in writing and shall not be deemed to have resigned until his resignation is accepted.

- (2) Resignations shall be sent to the Honorary General Secretary for acceptance by the Council.
  - (3) When the resignation of a member of the Executive Committee has been accepted, the Executive Committee shall cause that vacancy to be filled by the constituent body from which the member was elected.
- (b) Vacancies
- A vacancy in the Council or Executive Committee arising from any cause other than resignation shall be filled in the manner appropriate to that vacancy.
- (c) Interpretation of the Constitution
- (1) In the event of a controversy arising over the interpretation of the Articles of the Constitution at meetings of the Union, a ruling shall be made by a majority vote at a Council meeting.
- (d) Statements to the Press
- All press releases on matters within the province of the Union and student affairs shall be made by the President or the Honorary General Secretary with the prior approval of the Executive Committee.