

Singapore Students' Society of Manchester



The Constitution

1. Name

- 1.1. The society shall be called the Singapore Students' Society of Manchester, hereinafter referred to as 'society'.

2. Aims and Objectives

- 2.1. To foster a deeper sense of national identity amongst Singaporeans in Manchester and nearby areas.
- 2.2. To project the Singaporean image and to familiarize other students with Singaporean culture.
- 2.3. To cultivate greater awareness of the social, economic and political problems Singapore faces.
- 2.4. To promote friendship amongst members and to cater to their common interest by means of regular social activities.
- 2.5. To cater to the welfare of members, particularly those new in Manchester.
- 2.6. To work closely with similar societies and other interested organisations towards the achievement of the above aims.

3. Membership

- 3.1. Full membership of the society is open to all Singaporeans and to all those interested in promoting the aims of the society.

4. Committee

- 4.1. Committee consists of the following:
 - 1 x President
 - 1 x Vice-President
 - 1 x General Secretary
 - 1 x Treasurer
 - 1 x Sports Secretary
 - 2 x Social Secretary
 - 2 x Publicity Secretary
 - 1 x IT Secretary
- 4.2. The President shall be responsible for all activities of the society.
- 4.3. The Vice-President shall assist the President for all activities of the Society. The Vice-President shall fulfil the role of the President in the latter's absence.
- 4.4. The General Secretary shall be responsible for the administration of the society. In addition, the General Secretary shall be in charge of the society's mailing duties and upkeep of membership database.
- 4.5. The Treasurer shall be responsible for the main accounts of the society with the Bank and for overseeing the attainment of sponsorships/partnerships for the



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- society's events. In addition, the Treasurer will be liable to the Union regarding all financial matters.
- 4.6. The Sports Secretary shall be responsible for the organisation of sports activities of the society.
 - 4.7. The Social Secretaries shall be responsible for the planning and execution of the social activities of the society.
 - 4.8. The Publicity Secretaries shall be responsible for the circulation of information and news regarding the society.
 - 4.9. The IT Secretary shall be responsible for:
 - 4.9.1. Circulation of information and news regarding the society via the Internet.
 - 4.9.2. Maintaining and updating of all the society's computer and Internet resources on a regular basis.
 - 4.9.3. The setting up of technical facilities during society events.
 - 4.9.4. Mailing duties of the Society shall be given to the General Secretary.
 - 4.10. If there are any amendments to the Constitution, the General Secretary will be responsible for all matters relating to this.
 - 4.11. The 'term of service' herein refers to the duration from which a member is elected to a committee position, to the time the member abdicates his/her appointment.
 - 4.12. The committee of the society shall be elected at the Annual General Meeting (AGM).
 - 4.13. The posts of President, Vice-President, General Secretary and Treasurer shall be held only by Singaporeans.
 - 4.13.1. The President, Vice-President, General Secretary and Treasurer make up the four-member Executive within the committee.
 - 4.13.2. All members of the Executive within the committee must not hold posts in the committee of any other societies.
 - 4.14. At least two-thirds of the committee shall be Singaporeans.
 - 4.15. The President and the Treasurer of the previous committee will take on the role as the auditors for the incumbent. In the event of the absence of either or both person(s), elected member(s) of the previous committee will take on their role. They will be responsible for auditing the society's accounts and assist the society in an Advisory (consultative) role. Auditors are not considered as members of the Main Committee. They must be able to complete their term of office.
 - 4.16. Committee members who are organising the Society trips can be subsidised one-third of the transport cost.



- 4.17. Under the discretion of the President, committee members have the option of obtaining a subsidy on half of the ticket prices for events they organize for the society.
- 4.18. The titular role of the committee member is not limiting and does not confine the committee member to his or her specific area of responsibility. Any secondary responsibility will be assigned by the President.
- 4.19. The incoming committee will prepare a draft budget proposal and work schedule by the end of the first month of office.
- 4.20. The President, with the written agreement of the Executive Committee, has the full authority to seek the resignation of any committee or society member.
- 4.21. The Student Union, International Office, Contact Singapore and all society members will be formally informed of any resignation of a society or committee member.
- 4.22. In the event that the position remains vacant, the previous committee member will continue assuming the role.
 - 4.22.1. A vacant committee position will be open once again to the public, and potential candidates should indicate their interest by sending in a manifesto to the current committee. An internal vote will be held by the current committee to select the candidate. All voting rules stated in the constitution will apply to this section. This decision can be challenged via calling of an Extraordinary General Meeting (EGM).

5. Meetings

- 5.1. The AGM shall be convened towards the end of the existing committee's term for the purpose of electing the next committee, who shall assume duties immediately after the election.
 - 5.1.1. The society's audited accounts will be presented in the AGM.
- 5.2. An EGM may be convened:
 - 5.2.1. by the decision of the committee, or
 - 5.2.2. at the written request of at least 20% of the membership to the General Secretary within 30 days of request.
 - 5.2.3. for the purpose of challenging the position of any committee member whereby a vote of confidence will be taken, or
 - 5.2.4. to raise any urgent society issue.
- 5.3. The quorum of any general meeting shall be one-third or 50 members, whichever is less.
 - 5.3.1. In the event where the quorum falls below 50 members, non-paying members who have not served as Committee Members in the Singapore

Students Society of Manchester, and who have been conferred discretionary membership status by the President, will be allowed to vote.

- 5.4. Regardless of the number of candidates running for a position, a candidate must secure more votes than the total number of abstained votes in order to be elected into office.
 - 5.4.1. In the event where there is only an individual running for a position, the candidate must secure at least two-thirds or more of all eligible votes.
- 5.5. In the event that there are more candidates than the number of available positions, such as with Social Secretary and Publicity Secretary, the following voting procedure will be followed.
 - 5.5.1. A first round of voting will be conducted for the first empty position, and only one vote is allowed for each voter to either one candidate or to re-open nominations (RON).
 - 5.5.2. After the first round of voting, the following scenarios can occur:
 - 5.5.2.1. majority vote win, and higher than RON, or
 - 5.5.2.2. candidates are tied with the same number of votes, and are higher than RON, or
 - 5.5.2.3. all candidates lose to RON.
 - 5.5.3. In scenario 5.5.2.1, the successful candidate will fill the position, and another round of voting will be carried out for the remaining empty positions.
 - 5.5.3.1. During the next round of voting, only the remaining candidates will be voted into the second empty position and only one vote is allowed for each voter to either one candidate or to RON.
 - 5.5.4. In scenario 5.5.2.2, if there are the same number of tied candidates as available positions, the tied candidates will fill the positions and no subsequent round of voting is necessary. However, if there are more tied candidates than positions, voting will be repeated with only the tied candidates.
 - 5.5.5. In scenario 5.5.2.3, positions will remain empty and no more voting will occur.
- 5.6. In the event that there are equal or less candidates than the number of available positions, such as with Social Secretary and Publicity Secretary, the following voting procedure will be followed.
 - 5.6.1. A first round of voting will be conducted for the first candidate to fill the first empty position and only one vote is allowed for each voter to either one candidate or to RON.
 - 5.6.1.1. If a two-third majority is attained, the candidate will successfully fill the position.



5.6.2. Should there be another candidate running, another round of voting the remaining candidate will be conducted to fill the remaining empty position and only one vote is allowed for each voter to either one candidate or to RON.

5.6.2.1. If a two-third majority is attained, the candidate will successfully fill the position.

5.6.3. Both voting rounds can be held concurrently on separate voting sheets.

5.7. The accounts of the society shall be presented at the AGM and shall be audited annually by the auditors who shall conduct interim audits of the accounts or at the end of each academic term.

5.8. At least seven term days' notice must be given for any general meeting.

5.9. Procedure of general meetings shall follow the standing orders of the University of Manchester Students' Union.

5.10. Non-members can only attend general meetings on the invitation of the committee and they shall:

5.10.1. have no voting right during the election.

5.10.2. play the role of an observer and can only comment on the invitation of the President.

5.10.3. be segregated and allocated seats on a distinct area that is away from members.

5.11. Non-members attending general meetings can be asked to leave if the clause 5.10 is violated.

6. Amendments to the Constitution

6.1. The constitution may be amended by, and only by, a two-third majority of those present at the general meeting.

7. Legal Proceedings

7.1. The Honorary Treasurer of the society is authorised to sue and may, if he or she so consents in writing, be sued in a representative capacity on the behalf of the society.

8. Property

8.1. Upon the dissolution of the society, the solvency of the society's property shall be decided by the members at the general meeting.

9. Finance

9.1. Changes in the society membership fee will be reviewed annually by the incumbent committee.



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- 9.2. Accounts shall be audited annually by the two auditors who shall conduct interim audits of the accounts or at the end of each academic term.

9.2.1. Information disclosed to Auditors during audits is confidential.

10. Public Relations

- 10.1. Public relations matters (official society statements and responses to complaints or specific queries) are to be directed and answered by a committee member appointed by the President.

- 10.2. The society shall, when administering with external agencies or publicising its activities, adhere to the regulations stipulated in the society's Corporate Identity.

11. Recognition for Service Rendered

- 11.1. A Certificate of Appreciation will be awarded to a committee member who completes his or her term of service. A Referral Letter will be made available by the President and endorsed by the First Secretary of Education to each out-going committee member. Contents of the letter detail the level of participation of the committee member, including the activities organised, responsibilities undertaken, etc.