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SINGAPORE SOCIETY 2010/2011

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IMPERIAL COLLEGE SINGAPORE SOCIETY

CONSTITUTION

RATIFIED

ICSS AGM 2010/2011

In this *Constitution*, any masculine references are applicable to both the masculine and feminine gender.

SECTION 1: GENERAL TERMS

Article 1: Name and Logo

1. The Society shall be called the “Imperial College Singapore Society”; herein after referred to as the *Society*.
2. The Official Logo shall be displayed visually in appropriate prominence in all official documents of the *Society*

Article 2: Affiliations

1. The *Society* will be a constituent society of the *Imperial College Union Overseas Students Committee* (herein after referred to as the *OSC*) and shall abide by its rules and standing orders.
2. The *Society* may not be affiliated to any religious, political or sectarian organisations.

Article 3: Aim

The aims of the *Society* shall be:

1. To act as a liaison between the Singaporean students of *Imperial College* (herein after referred to as the *College*) and the *College* administration, as well as the *Imperial College Union* (herein after referred to as the *Union*).
2. To provide a platform for encouraging closer social interactions and integration amongst Singaporean students.
3. To promote interaction between Singaporean and other students of the *College*.
4. To provide for the representation of the members’ interest in the *OSC* and *Union* meetings.
5. To introduce and promote to the *College* students the Singapore culture.
6. To promote interaction between Singaporean students of the *College* and Singaporean students outside of the United Kingdom through cultural exchange.

Article 4: Official Language

1. The official language of the *Society* shall be standard English, and will be used for all correspondences.

SECTION 2: MEMBERSHIP

Article 5: Eligibility

1. All members of the *Union* may apply to the *Society* as full members. All others who agree with the aims of the *Society* may apply as associate members.
2. Membership shall be on an annual basis and shall commence upon the payment of the full membership fees, subjected to the approval of the *Committee* (as defined in article 15).
3. Membership can be acquired at any time of the normal academic year as prescribed by the *College* administration, except in the four (4) weeks preceding a General Election. Membership will expire one (1) day before the commencement of the next academic year.
4. The *Society* reserves the right to revoke the membership of any members whose actions are deemed contrary to the interest of the *Society*. This will be done during a General Meeting, and the decision will be secured with a two-third (2/3) majority of the total number of registered members.

Article 6: Privileges

1. For all members:
 - (a) To use all facilities and amenities provided by the *Society* for general use by its members.
 - (b) To participate in activities organised by the *Society*.
 - (c) To attend all General Meetings of the *Society*.
2. For full members only:
 - (a) To vote in the General Meetings and General/By Elections.
 - (b) To stand for election of office.
 - (c) To nominate or second candidates for the office in the General/By Elections.
 - (d) To enjoy the subsidies provided through the *Society* where applicable.

Associate members shall not be entitled to the financial subsidies provided by the *Union* and the *Society*.

Article 7: Obligation of Members

1. To abide by the *Constitution* and the *By-Laws* of the *Society*.
2. To abide by the resolutions adopted during the General Meetings.
3. To uphold the reputation and image of the *Society* and the nation.

SECTION 3: GENERAL MEETINGS

Article 8: Authority

1. The resolutions adopted during the *General Meetings* (herein after referred to as the *G.M.*) have the highest authority.

Article 9: Quorum

1. The quorum for all the *G.M.s* shall be one-third (1/3) of the registered members of the *Society*, with exception where article 20(3) or article 21(3) is applicable.
2. If the quorum is not obtained, another *G.M.* can be called after not more than fourteen (14) *College* working days. This *G.M.* will quorate with one-fourth (1/4) of the registered full members, with the exception of *G.M.s* called to discuss the *Constitution* and that of the vote of no confidence.
3. All *G.M.s* called to discuss the *Constitution* must quorate with at least one-third (1/3) of the total number of registered full members within the term of office of the *Committee* (as defined in Section 4 of this *Constitution*).

Article 10: Procedure

1. The meeting shall be chaired by the *President* of the *Society*, and he shall be assisted by the *Vice-President* and the *Secretary* of the *Society*.
2. All members shall be informed of the agenda and related information of the *G.M.* at least seven (7) *College* working days before the meeting for *O.G.M.* and *E.G.M.* Notice of the *A.G.M.* shall be served fourteen (14) days prior to the meeting.
3. Each member shall be represented by one (1) vote.
4. Each motion shall be proposed by one full member and seconded by another full member. The *Constitution* shall remain inviolate in such propositions.
5. All motions proposed shall be forwarded to the chairperson prior to being tabled for discussion.
6. The chairperson shall ensure that the motion proposed is of concern to the *Society*.
7. The decision adopted for ordinary matters during a *G.M.* shall be based on a simple majority vote of the members present, except where article 20(3) is concerned. Voting shall be by a show of hands except when article 10(8) is applicable.
8. A secret ballot shall be conducted if at least one-fifth (1/5) of the members present request for it.
9. During the meeting, if the attendance falls below that of the quorum, the meeting shall be adjourned, and the rest of agenda shall be handled in accordance to article 9(2).
10. The resolutions adopted during any *G.M.* may be overturned if a petition supported by at least two-thirds (2/3) of the registered full members of the *Society* is submitted.

Article 11: Types

1. There shall be three types of General Meetings, namely, *Ordinary General Meeting* (herein after referred to as the *O.G.M.*), *Extraordinary General Meeting* (herein after referred to as the *E.G.M.*) and *Annual General Meeting* (herein after referred to as the *A.G.M.*).

Article 12: Ordinary General Meeting

1. There shall be at least one (1) *O.G.M.* in an academic year.
2. The first *O.G.M.* shall be convened in the first academic term. The *Committee* shall present a report on their activities and present their plans for the new academic year.
3. The second *O.G.M.* shall be convened in the second academic term, at the discretion of the current committee and shall deal with any general matters arising during the term.

Article 13: Extraordinary General Meeting

1. An *E.G.M.* shall be convened:
 - (a) within ten (10) *College* working days of the submission of a petition signed by at least one-quarter (1/4) of the registered full members of the *Society*, demanding such a meeting to discuss specific matters, except where article 20(3) is concerned.
 - (b) within ten (10) *College* working days of the resignation of a *Committee* member.
 - (c) by a special resolution of the *Committee*.

Article 14: Annual General Meeting

1. An *A.G.M.* shall be convened:
 - (a) after the at least one *O.G.M.s* in the first and second academic term.
 - (b) before the 1st May of the academic session prior to year of office.
2. The *Committee* shall present a report on their work and the elections for the new *Committee* shall be held during the *A.G.M.*.

SECTION 4: EXECUTIVE COMMITTEE

Article 15: Name

1. The name of the committee shall be the *Imperial College Singapore Society Executive Committee*, herein after referred to as the *Committee*.

Article 16: Authority

1. The resolutions of the *Committee* shall have the authority next to those resolutions adopted during the *General Meetings*.

Article 17: Functions

The *Committee* shall:

1. execute the resolutions adopted during *General Meetings* and *Committee* meetings.
2. formulate policies of the *Society* in accordance to the aims and objectives of the *Society*.
3. represent the *Society* members' interests in *OSC* and *Union* meetings.
4. be responsible for the upkeeping and maintaining of the *Society* inventory.
5. be responsible for organising activities to achieve the aims and objectives of the *Society*.
6. be responsible for the management of the *Society*'s finances.

Article 18: Officials and Duties

The *Committee* shall consist of eight (8) members. No one member may fill more than one (1) of the following posts:

1. President

The *President* shall:

- (a) head the *Committee* in the promotion of the *Society*'s aims and objectives.
- (b) preside all *Committee* meetings and *General Meetings* and prepare the agenda.
- (c) represent the *Society* in all its matters.
- (d) ensure the proper and smooth functioning of the *Society* and the *Committee*.
- (e) be responsible for liaising with the *OSC*.
- (f) undertake all external liaison with all other Singaporean organisations in London, United Kingdom and the rest of the world as well as organisations that wish to partake in the *Society*'s dealings.

2. Vice-President

The *Vice-President* shall:

- (a) assist the *President* in carrying out his duties.
- (b) cover the *President*'s duties in his absence.
- (c) act as a liaison between the committee and the members of the society actively obtaining feedback about the *Society* and providing this feedback at appropriate times to the *Executive Committee*.

3. Secretary

The *Secretary* shall:

- (a) assist the *President* and the *Vice-President* in the administrative matters of the *Society*.

- (b) keep all documents of the *Society*.
- (c) keep all inventory records of the *Society*.
- (d) update all records of the *Society*, including the information of the registered members.
- (e) record the minutes of all *Committee* meetings and *General Meetings*.
- (f) Assist the *President* in handling all external correspondences.
- (g) be responsible for the booking of the venues within the *College* properties for use by the *Society*.

4. Treasurer

The *Treasurer* shall:

- (a) keep and maintain the accounts of the *Society*.
- (b) represent the *Society* at the *OSC* Treasury meetings.
- (c) update the *Committee* on the financial matters of the *Society* during *Committee* meetings.
- (d) present the financial report to the *Society* during *General Meetings*.
- (e) report any financial discrepancies or difficulties to the *Committee*.
- (f) draft the budget of the fiscal year for approval by the *Committee*.
- (g) monitor the financial status of all projects and activities undertaken by the *Society*.
- (h) Assist the *President* in gathering sponsorship for the society through his entire term of duty.

5. Events Officers

The *Events Officers* shall:

- (a) be responsible for the overseeing the organisation of regular intra-*Society* activities (with the exception to that allotted to other *Committee* members as stipulated in the *Constitution*).
- (b) assist the *President* in liaising with external organisations in the organisation of combined activities.

6. Sports Officer

The *Sports Officer* shall:

- (a) organise regular sports activities for the *Society*.

- (b) organise and manage teams for all games and sports competition that the *Society* participates.
 - (c) liaise with external organisations in the organisation of combined games.
7. Liaison Officer
- The Liaison Officer shall:
- (a) act as a feedback channel between the *Committee* and the members of the *Society*.
 - (b) manage the communication channels between the *Committee* and the *Society* members by ensuring the maintenance of the official society website as well as be responsible for the dissemination of information.
 - (c) be responsible for the publication of the *Society* newsletter, at the discretion of the current committee.
8. Events Officer (Major Event)
- The Events Officer (Major Event) shall:
- (a) fulfil the principal role of undertaking the responsibility for the annual Major Event.
 - (b) strategize, plan, form, coordinate and execute the Major Event with the support of the rest of the *Committee*.
 - (c) ensure that the aims and objectives of the Major Event are achieved to its fullest extent, which includes:
 - I. To create a platform for the members of the *Society* to bond and interact.
 - II. To showcase the talents and culture of Singapore to the international community.

The term of office shall commence with effect from the Hand-over Date (see election by-laws, article 3) and terminate on the next Hand-over Date of the new *Committee*.

Article 19: Resignation

1. Any member of the *Committee* who wishes to resign shall submit an official letter to the *Committee* and the letter shall be made public.
2. By-election of the vacated post shall be conducted pursuant to article 13(1) of this *Constitution*.
3. The vacated post shall be filled temporarily by a *Committee* member elected internally within the *Committee* until such times when the by-elections are held.

Article 20: Vote of No Confidence

1. A vote of no confidence in the *Committee* or any *Committee* members may be cast if:
 - (a) his/their actions are deemed to have betrayed the good faith placed in him/them by the electorate.

- (b) an attempt to dissolution fails.
- 2. The vote of no confidence shall be cast by a secret ballot during an *E.G.M.* convened by a petition supported by at least two-thirds (2/3) of the registered full members of the *Society*. Such an *E.G.M.* shall quorate only if two-thirds (2/3) of the members supporting the petition are present. The secret ballot shall be presided by any nominated full member. The vote count shall be made public and subjected to inspection. The resolution shall be based on a simple majority vote cast by the registered full members of the *Society* present during the meeting.
- 3. The effect of a vote of no confidence shall be:
 - (a) the quorum for all *G.M.s* shall be one-half (1/2) of the registered full members of the *Society*.
 - (b) all financial matters are to be presented and approved by at least two-thirds (2/3) of the members present at any *G.M.*
 - (c) all resolutions adopted must be supported by at least two-thirds (2/3) of the total number of members present.
- 4. A vote of no confidence on a *Committee* member shall result in his removal from office.

Article 21: Dissolution and Removal from Office

- 1. The *Committee* shall dissolve
 - (a) within seven (7) working days of the election of the new *Committee*.
 - (b) if such a resolution is reached in an *E.G.M.* convened specifically for such a discussion.
- 2. Any *Committee* member may only be removed from office by a vote of no confidence if:
 - (a) his actions are deemed contrary to the *Constitution*.
 - (b) he is deemed not to have fulfilled his duties and responsibilities as prescribed in this *Constitution*.
- 3. Resolution to dissolve shall only be taken
 - (a) during an *E.G.M.* convened by a petition supported by at least three-quarters (3/4) of the registered full members of the *Society*. Such an *E.G.M.* shall quorate only if at least two-thirds (2/3) of the members supporting the petition are present during the meeting. Such a resolution will be adopted if a simple majority of the registered full members are in favour of it.

SECTION 5: FINANCES

Article 22: Sources

- 1. The *Society* shall obtain its sources of finances by legal means.

Article 23: Uses

1. The finances of the *Society* shall be used only on the *Society's* activities, in compliance with the objectives and aims of the *Society*, as stated in article 3 of the *Constitution*.

Article 24: Control

1. The control of the *Society's* finances shall be vested in the *Committee*. The accounts of the *Society* shall be presented during each *O.G.M.*
2. The accounts of the *Society* may be made available for inspection by any full member of the *Society* during a *G.M.*

Article 25: Fiscal Year

1. The fiscal year shall commence on the first day of the *College* academic year, and terminate on the last day of the summer vacation.
2. The fiscal year shall be divided into fiscal quarters:
 - (a) The first quarter shall last from the first day of the fiscal year to the last day of the *College* Christmas vacation.
 - (b) The second quarter shall commence on the first day of the second academic term, and terminate on the last day of the *College* Easter vacation.
 - (c) The third quarter shall commence on the first day of the third academic term, and terminate on the last day of the *College* undergraduate term.
 - (d) The fourth quarter shall correspond to the entire duration of the *College* summer vacation.

Article 26: Financial Procedures

1. The *Society* shall adopt the financial procedures consistent with that adopted by the *OSC*.

SECTION 6: ELECTIONS

Article 27: Types

1. There shall be two types of elections:
 - (a) General elections, when the new *Committee* is elected for office.
 - (b) By-elections, held when one or more posts in the *Committee* have been vacated during an existing term of office.

Article 28: Procedure

1. The procedure of the election shall be prescribed by the election by-laws found at the end of this *Constitution* and the *OSC* Standing Orders. The by-laws shall form an integral part of this *Constitution*.

SECTION 7: CONSTITUTION AMENDMENT AND INTERPRETATION

Article 29: Amendments

1. Any amendments shall be subjected to ratification by the *Union*.

Article 30: Interpretation

1. The interpretation of the *Constitution* shall be vested with the *Committee* unless objected by a majority during the *G.M.*

SECTION 8: DISSOLUTION

Article 31: Procedure

1. The *Society* shall dissolve if the decision to dissolve is passed with the approval of three-quarters (3/4) of the registered full members of the *Society* during a *G.M.*
2. All assets, financial, material or otherwise, shall be donated to a charity nominated by the members of the *Society* or be property of the *OSC* upon dissolution.



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ELECTIONS BY-LAWS

Article 1: Eligibility

1. All full registered members are eligible for nominations for any post in the *Committee*.
2. All full members are eligible for nominating and seconding any full members for the electoral office.
3. All full members are eligible to vote in any elections.

Article 2: Nominations

1. All nominations for any post must be supported by one (1) nominator and two (2) seconders.
2. No nominator or seconder may seek office for themselves the post their nominee is seeking.
3. Nominations will commence twenty-one (21) days before the General Elections, and seven (7) days before the by-elections.
4. All nominations are subjected to the consent of the candidates.

Article 3: Procedure

1. Notice of the General Elections shall be served at least twenty-one (21) days before the event. Notice of the by-elections shall be served at least seven (7) days before the event.
2. The list of nominees shall be served and updated at least seven (7) days preceding the event.
3. General Elections will take place during the *A.G.M.* By-elections shall take place pursuant to article 13(1) of the *Constitution*.
4. The elections shall be carried out as per *OSC* Standing Orders.
5. An official handing-over date between the incoming and outgoing committees must be stipulated before the *A.G.M.* The handing-over must take place before the end of the spring term.
6. The *A.G.M.* must take place at least seven (7) days and no more than one (1) month before the handing-over date.

Article 4: Voting

1. One member shall be represented by one (1) vote.
2. The identity of the voters shall remain secret.
3. The vote for each post shall consist of support for only one (1) candidate.
4. A vote is deemed spoilt if support for more than one (1) of the candidates seeking that office is indicated on the ballot paper.

5. The *Returning Officer* shall man the ballot box. The outgoing *Committee* shall ensure that the ballot papers are distributed only to the full members of the *Society*.
6. The outgoing *Committee* shall ensure that the number of ballot papers corresponds to the number of voters present.
7. In the event of an impasse in the electoral results, there shall be a recast of votes on the candidates concerned, and the procedure shall be carried out as deemed fit by the *Returning Officer*.
8. Members who wish to cast votes in the Election must be present at the *G.M.s* to vote in person.

Article 5: Voting Procedure

1. Voting-in of the candidates shall begin with the *President* and proceed in the following order: *Vice-President, Secretary, Treasurer, Events Officer (Major Event), Events Officers, Sports Officer* and finally, the *Liaison Officer*.
2. Candidates may be nominated on the spot, with a single member proposing and two others as seconders. No more nominations will be accepted once the voting process for the particular post has begun.
3. Candidates for each post are required to give a short presentation prior to the voting.



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