



Constitution of the Singapore Students' Society

1 April 2009

1. Part 1. The Constitution

1.1. Interpretation

- 1.1.1. The provisions of this constitution shall be construed subject to the constitution of the Clubs & Societies Council (C&S) of the Students' Representative Council Inc. (SRC) of La Trobe University (LTU). Where this constitution is inconsistent with the constitution of the Clubs & Societies Council, the latter shall prevail, and the former shall, to the extent of the inconsistency, be without force or effect. Where the constitution of the Clubs & Societies Council makes provisions for a matter or thing not otherwise provided for in this constitution, those provisions shall take effect as if they were contained in this constitution.
- 1.1.2. In this constitution, unless the contrary intention appears, all words and expressions have the same meaning as they have in the constitution of the Clubs & Societies Council, and
- a) "AGM" means the Annual General Meeting;
 - b) "club and/or society" means Singapore Students' Society;
 - c) "Clubs & Societies Council" means the Clubs & Societies Council division of SRC;
 - d) "C&S Executive" means the Executive of the Clubs & Societies Council;
 - e) "executive committee" means the committee of the club, as defined in Part 4;
 - f) "General Meeting" means a general meeting of the club members;
 - g) "ECM" means an Executive Committee Meeting;
 - h) "CM" means a Committee Meeting (for Organizing Committees);
 - i) "OC" means Organizing Committee;
 - j) "SingSoc" means Singapore Students' Society;
 - k) "GM" means an General Meeting;
 - l) "OSU" means Overseas Singaporean Unit of the Prime Minister's Office, Republic of Singapore; and
 - m) "public notice" means an electronic notice displayed on the C&S and/or SingSoc website and/or print on the C&S and/or Guild publication, the Rat Sheet.
- 1.1.3. The Club Constitution may be amended by a vote of an Executive Committee Meeting of the Club Members. Notice of Motion must be submitted at least two (2) Academic days prior to the Executive Committee Meeting. All changes to the Club Constitution will be announced to the members within three (3) Academic days.
- 1.1.4. This Club is Registered, Provisionally Affiliated, Affiliated with La Trobe University Students' Representative Council Inc. and anything in this Constitution which conflicts with the Constitution of that Council shall be null and void. In all matters specifically dealt with herein, the Constitution and Regulations of the Clubs and

Societies Council shall apply.

2. Part 2. The Club

2.1. Name

2.1.1. The name of the club shall be "Singapore Students' Society".

2.1.2. The name of the club shall also be known as "SingSoc".

2.2. Aims and Objectives

2.2.1. As a member of the Clubs and Societies Council, the aims and objectives of the club shall be to

- (i) create and embed a Singaporean identity at La Trobe University;
- (ii) protect the rights and interests of Singaporean students at the University;
- (iii) provide its members with opportunities to meet regularly;
- (iv) promote social interaction;
- (v) promote cultural exchange and good will among members, and in the greater student population of the University;
- (vi) promote Singapore as a multicultural and diverse nation;
- (vii) foster close affiliation with other Singapore student societies in Victoria ;
- (viii) foster and maintain close affiliation with relevant Australian and Singaporean government agencies and Institutions; and
- (ix) Provide support for new students through a Pre-Departure Briefing prior to the start of the academic year.

3. Part 3. Members

3.1. Duration and Cost of Membership

3.1.1. The annual membership fee for the club, if any, shall be set by the committee.

3.1.2. A person's membership of the club shall run from the payment of the membership fee, or if there is no fee, from approval of the membership, until April 1st of the following year, or until the person ceases to be eligible, whichever occurs earlier.

3.2. Revocation and Rejection

3.2.1. A person may only have her/his club membership revoked, or membership application rejected, by the affirmative votes of at least 2/3 of the voting members at a General Meeting if at least seven (7) days' written notice of the intention to move a motion of revocation/rejection has been served on the person, and s/he has been given a reasonable opportunity to speak to the motion.

3.2.2. A person whose club membership has been revoked, or whose membership application has been rejected, may appeal to the C&S Executive by serving on it, within fourteen (14) days of the revocation/rejection, a written notice of appeal. The C&S Executive's decision on the matter shall be binding on the club.

3.3. Membership Records

- 3.3.1. On request, the Secretary shall make available to any club member a list of all club members, containing only each member's name, and, where applicable, the last 3 digits of the each member's University student or staff number.
- 3.3.2. Except as prescribed in §3.3.1, the Secretary shall ensure that all membership records are kept strictly confidential, and that out-of-date membership records are destroyed.

4. Part 4. The Committee

4.1. Office Bearers

- 4.1.1. The club committee shall consist of five (5) office bearers and at least two (2), with no more than four (4) executive members.
- 4.1.2. The club office bearers shall be the
- (i) President;
 - (ii) Vice President;
 - (iii) Honorary Treasurer;
 - (iv) Honorary Secretary; and
 - (v) Clubs and Societies Delegate.
- 4.1.3. The duties of the President shall be to
- (i) preside as chair over committee meetings and General Meetings;
 - (ii) attend meetings of the Clubs & Societies Council, vote in the interests of the club, and report outcomes to the committee;
 - (iii) be in-charge of external liaison, eg. Overseas Singaporean Unit, Contact Singapore etc. ;
 - (iv) represent the club, and act as its spokesperson, to the Clubs & Societies Council, SRC, the University and other bodies, as appropriate;
 - (v) report during committee meetings, as appropriate; and
 - (vi) submit an annual report during the AGM.
- 4.1.4. The duties of the Vice President shall be to
- (i) attend committee meetings and General Meetings;
 - (ii) preside as chair over committee meetings and General Meetings, in the absence of the President;
 - (iii) assist the President in her/his duties;
 - (iv) perform the duties of the President if that office is vacant;
 - (v) co-ordinate the activities of the committee;
 - (vi) assist in recruiting general committee members;
 - (vii) perform other duties, as the committee may resolve;
 - (viii) Be in-charge of internal society affairs:
 - a. Vetting of minutes;

- b. Setting meeting agenda; and
 - (ix) Executing internal projects.
- 4.1.5. The duties of the Honorary Treasurer shall be to
 - (i) attend committee meetings and General Meetings;
 - (ii) keep the club's financial books in order, in accordance with the requirements of the Clubs & Societies Council;
 - (iii) prepare a club budget, at least annually;
 - (iv) collect and bank all income in the club's bank account;
 - (v) prepare the club's financial books for audit, semi-annually;
 - (vi) submit a financial report to the AGM;
 - (vii) liaise with the Clubs & Societies Council on any financial requirements;
 - a. Control finances; and
 - (viii) Prepare budget reports and claim forms for submission to SRC and OSU.
- 4.1.6. The duties of the Honorary Secretary shall be to
 - (i) attend committee meetings and General Meetings;
 - (ii) write minutes, and serve notice as prescribed, for General Meetings and committee meetings;
 - (iii) act as Returning Officer for club elections, as appropriate;
 - (iv) ensure that an up-to-date membership register is maintained;
 - (v) update membership and contact databases;
 - (vi) stores copies of administrative forms;
 - (vii) keep copies of completed forms;
 - (viii) write society articles and publications;
 - (ix) regularly check the club's mail box and electronic mail account, supplied by the Clubs & Societies Council, for incoming correspondence;
 - (x) ensure that inwards and outwards correspondence for the club is handled correctly and in a timely manner; and
 - (xi) submit an annual report during the AGM.
- 4.1.7. The duties of the Club & Societies Delegate shall be to
 - (i) attend committee meetings and General Meetings;
 - (ii) solely be in charge of SRC matters; and
 - (iii) attend all fortnightly C&S Meetings.
- 4.1.8. The duties of the Media Manager shall be to
 - (i) attend committee meetings and General Meetings;
 - (ii) be in charge of society publications (SingSoc Newsletter);
 - (iii) maintain the SingSoc website and email forwarding systems.

- 4.1.9. The duties of the Cultural Representative shall be to
- (i) attend committee meetings and General Meetings; and
 - (ii) be overall-in-charge of all cultural events.
- 4.1.10. The duties of the Social Representative shall be to
- (i) attend committee meetings and General Meetings; and
 - (ii) be overall-in-charge of all social events.
- 4.1.11. The duties of the Welfare Representative shall be to
- (i) attend committee meetings and General Meetings;
 - (ii) provide avenue for members to present feedback, problems and request for help; and
 - (iii) shall be required to return to Australia earlier to help new students settle down.
- 4.1.12. A person shall be eligible to be a club office bearer, or be elected a club office bearer, if s/he is
- (i) an ordinary member of at least seven (7) days' standing; and
 - (ii) a student.
- 4.1.13. The committee generally is to have power to do all things necessary to the pursuance of the object of the club - subject to the provisions of this constitution and other regulations by which the council is bound.

4.2. Election and Terms in Office

- 4.2.1. An election shall only be held during an Annual General Meeting.
- 4.2.2. The Returning Officer shall be appointed by the committee at least seven (7) days prior the date of the Annual General Meeting at which the election is to be held.
- 4.2.3. The Honorary Secretary shall be appointed Returning Officer unless the committee resolves otherwise, or the Honorary Secretary self-disqualifies.
- 4.2.4. The Returning Officer must be a student at the time of appointment.
- 4.2.5. The Returning Officer shall not
- (i) be a candidate;
 - (ii) endorse a candidate; or
 - (iii) vote,
- in an election over which s/he presides.
- 4.2.6. The Returning Officer shall serve a written notice of an election on all members, at least two (2) days prior to the date of the Annual General Meeting at which the election is to be held.
- 4.2.7. The committee shall be elected by a vote by the Society's members.
- 4.2.8. The annual election for all committee positions shall be held at the AGM.
- 4.2.9. In the event that the office of the President, Vice President, Honorary Treasurer and/ or Honorary Secretary is vacated prior to the conclusion of an ordinary term, a Co-

option will be held.

- 4.2.10. In the event that the office of the President, Vice President, Honorary Treasurer and/or Honorary Secretary remains vacant after an election, a GM shall be called and held within twenty (20) academic days of that election to enable a by-election for the vacant position(s).
- 4.2.11. A person elected a club office bearer at an AGM shall ordinarily hold office from the day of the AGM until the day of the following AGM.
- 4.2.12. A club office bearer shall cease to hold office prior to the completion of her/his ordinary term if
 - (i) s/he serves a written notice of resignation, specifying the date of cessation, on the committee;
 - (ii) s/he ceases to be a student;
 - (iii) s/he is absent, without apology, from any 3 consecutive committee meetings; or
 - (iv) s/he is removed from office in accordance with §4.2.13.
- 4.2.13. A club office bearer may be removed from office by the affirmative votes of at least 2/3 of the Executive Committee during an ECM, if two (2) days' written notice of the intention to move a motion to remove the member has been served on the Secretary and/or the committee, and the office bearer has been given a reasonable opportunity to speak to the motion.

4.3. Co-option

- 4.3.1. In the event that a club office bearer ceases to hold office prior to the conclusion of her/his ordinary term, or a position remains vacant after an election, the committee may co-opt a person to hold the vacant position, if that person would be eligible to be elected on the day of co-option.
- 4.3.2. A person co-opted as a club office bearer shall ordinarily hold office for a term commencing on the day of co-option and concluding on the day of the next Annual General Meeting.

4.4. Meetings

- 4.4.1. There shall be at least one (1) executive committee meeting (ECM) per month.
- 4.4.2. Meetings shall be held on the last Friday of each month, with additional meetings held on the second Friday of each month if required.
- 4.4.3. The Honorary Secretary shall serve at least three (3) days' written notice and/or at least two (2) days' verbal notice of a committee meeting on all committee members.
- 4.4.4. The Agenda shall be served by a written notice before Wednesday at 11.59pm, prior to the meeting on Friday.
- 4.4.5. Executive Committee Members who are unable to attend the meeting shall serve at least one (1) day's written notice to the Executive Committee Members.
- 4.4.6. Minutes should be documented and emailed to the Executive Committee Members within ten (10) Academic days. The official copy shall be kept in the file and shall be ready by the following meeting.

5. Part 5. General Meetings

5.1. Notice and Agendas

- 5.1.1. The Honorary Secretary shall serve at least seven (7) academic days' public notice and written notice of a General Meeting on all club members.
- 5.1.2. A club member may request to have an item added to the agenda for a General Meeting by serving a written notice to the Honorary Secretary at least two (2) days prior to the day of the meeting.

5.2. Annual General Meetings

- 5.2.1. An AGM is to be held in the first four (4) months of each year, at which time Members of the Club Committee are to be elected.
- 5.2.2. A quorum for an Annual General Meeting shall be of ten (10) Society members.
- 5.2.3. If, within twenty (20) minutes after the scheduled start of an Annual General Meeting, a quorum is not achieved, the meeting shall
 - (i) proceed as a committee of the whole, which must report its resolutions to the next Annual General Meeting for ratification before they take effect; or
 - (ii) if the chair so rules, stand adjourned to a place, time and day (at least seven [7] and at most fourteen [14] days later) specified by the chair at the time of adjournment
- 5.2.4. The business of an AGM shall include
 - (i) reception of the annual general reports of the President and the Honorary Secretary;
 - (ii) financial statement presented; and
 - (iii) election of the committee.

5.3. Conduct of General Meetings

- 5.3.1. A General Meeting shall only be held on an academic day.
- 5.3.2. At a General Meeting
 - (i) the President;
 - (ii) in the absence of the President, the Vice President; and
 - (iii) in the absence of both the President and the Vice President, a committee member nominated by the President by signed notice to the Honorary Secretary shall preside as chair.

6. Part 6. Assets

6.1. Clubs & Societies Council

- 6.1.1. All club assets are the property of the Clubs & Societies Council.
- 6.1.2. Tangible assets may not be disposed of through resale, donation, transfer or by any other means, without prior approval of the C&S Executive.
- 6.1.3. Unless otherwise approved by the C&S Executive, all physical assets must be stored on the University premises.

6.2. Finances

- 6.2.1. Cheques and cash withdrawals from the Club's bank account must be signed by two

(2) of the following: President and Honorary Treasurer.

- 6.2.2. The club committee has the responsibility to ensure efficient financial management, and if the club is to be wound up with debt the committee is responsible for ensuring this debt is not attributed to the SRC.
- 6.2.3. In the event of the club being disaffiliated by the Clubs and Societies Council, of which the club is an affiliated body, all funds held on the club's behalf in bank accounts, revert to the Clubs and Societies Council. The signatories of the SRC Accountant and the Secretary or Treasurer of the Clubs and Societies Council, and evidence of the club's disaffiliation would be sufficient for the funds to be paid to the SRC.