

Statute C7

THE NATIONAL UNIVERSITY OF SINGAPORE

STUDENTS' BUSINESS 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's Students' Business 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- Objects

1. To be the driving force in establishing NUS Business School as a world-renowned institution with a dynamic, vibrant and close-knit community of Bizaders - past, present and future.
2. To foster corporate life among the members of the Club without regard to race, religion, politics or nationality.
3. To provide a recognised means of communication between the Club and the University or any external body.

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 speak and vote at 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 objects.
4. Except with the 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 7 of Statute XX (The National University of Singapore Students Union).

2. Composition of the Management Committee

- (1) The Management Committee shall consist of the following members:
 - (a) President
 - (b) Not more than 3 Vice-Presidents
 - (c) Honorary General Secretary
 - (d) Honorary Financial Secretary
 - (e) Director of Publicity
 - (f) Director of Sports
 - (g) Director of Welfare
 - (h) Not less than two other committee members

All except the Honorary Financial Secretary shall be eligible for re-election.

- (2)
 - (a) The members of the Management Committee shall be elected annually by the members of the Club not later than the eighth week of the first term.
 - (b) The office bearers of the Management Committee shall be elected annually 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. Function of Management Committee

The Management Committee shall:

- (1) Be responsible for the formulation of policies and organization of activities of 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 an approved budget
- (4) Publish an annual report on the Club's activities that includes the annual accounts of the Club.

4. Powers of the 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 8 of Statute XX (The National University of Singapore Students' Union);
- (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 for approval;
- (3) (a) to appoint standing or special committees for the proper administration of the Club and to exercise control over such committees;

(b) delegate to such committees such powers as it considers necessary;
- (4) (a) to accept the resignation of any member of the Club;
(b) 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, or 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 authorise publications or release official statements on behalf of the Club, such publications and statements to be consistent with the objects 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 Club and not of the National University of Singapore, notwithstanding the fact that the Club is a constituent body of the Union;
- (7) to give a decision upon any matter consistent with the objects of the Club but not provided for in this Constitution;
- (8) to convene meetings of the Club;

- (9) to co-opt members for proper administration of the Club which can take one of the following forms:-
- (a) if only so many candidates are nominated for election to the Management Committee, those candidates shall be deemed to be elected and the Management Committee may appoint further members to complete the required number to satisfy the requirements of the sub-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 the Management Committee

- (1) These shall be either Ordinary or Extraordinary
- (2)
 - a. Ordinary meetings shall be held at least twice 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 to the Honorary General Secretary of amendments to the agenda.
 - d. The date and time of the meeting shall be determined by the President but the first meeting of the academic year shall be held not 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 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 the 5 days of the receipt of the written request for the meeting, but if the urgency of the agenda requires shorter notice, it may be convened within 3 days of, but not less than 24 hours after, the receipt of the request.
- (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 Management Committee shall elect 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

(1) The President shall: -

- (a) Be chairman at all meetings of the Management Committee;
- (b) Have the right to call meetings of the Management Committee and of the Club;
- (c) Countersign all bills of the Club.

(2) The President, or in his absence, a member of the Management Committee (other than the Honorary General Secretary) elected to officiate as chairman, shall have a casting vote at meetings of the Management Committee.

2. The Vice-President

The Vice-President shall: -

- (1) Have all duties, powers and responsibilities of the President devoted upon him in the absence of the President;
- (2) Succeed the President for the remainder of the President's term of office in the event of the latter's position falling vacant.

3. The Honorary General Secretary: -

The Honorary General Secretary shall:-

- (1) Be responsible for convening all meetings of the Club and of the Management Committee;
- (2) Keep minutes of the meetings of the Club and of the Management Committee;
- (3) Carry out the decisions of the Club and of the Management Committee;
- (4) Have charge of all Club records and conduct the correspondence of the Club;
- (5) Submit at Management Committee meetings any matter for discussion received from members of the Club;
- (6) Submit the records of the Club for inspection by any member of the Club who shall be given one week's notice of intention to inspect the records;
- (7) Prepare the annual report of the Club for presentation to members.

4. The Honorary Financial Secretary:

The Honorary Financial Secretary shall: -

- (1) Prepare and submit to the University Bursar, 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 University Council, such budget to be submitted within 3 weeks of the Management Committee.
- (2) Keep a record of the Club's accounts;

- (3) Present at the Annual General Meeting, for the information of the members, the Club's audited documents for the preceding year.
- (4) Receive on behalf of the Club, any funds that may be paid to the Club. Such funds will be remitted to the University Bursar for credit to the Club's accounts;
- (5) Sign and submit to the University Bursar for payment all bills of expenditure, properly incurred in accordance with the approved budget, such bills to be countersigned by the President.

5. Director of Publicity

The Director of Publicity shall: -

- (1) Be ex-officio chairman of the Publicity Committee
- (2) Be ex-officio member of all editorial boards of the Club's Publicity, enjoying privileges of membership and acting as liaison between the Management Committee and such editorial boards;
- (3) Publicise such activities of the Club as may be directed by the Management Committee;
- (4) Disseminate such information as may be released by the Management Committee;
- (5) Be responsible for the co-ordination of the work of the editors of the Club's publications.

6. Director of Sports

The Director of Sports shall:-

- (1) Oversee all sports events of the Club.

7. Director of Welfare

The Director of Welfare shall:-

- (1) Oversee all matters related to the welfare of the Club's members

Article VI- Standing Committees

1. There shall be the following Standing Committees:-

- (a) Publicity Committee
- (b) Elections Committee

2. The Publicity Committee

- (1) Composition

The Publications Committee shall consist of the following:-

- (a) A chairman who shall be elected by the Management Committee from among its members;
- (b) Four other members of the Club appointed by the Management Committee on the advice of the Chairman of the Publicity Committee.

The Committee shall elect a Secretary from among its own members.

- (2) Duties

The Publicity Committee shall:-

- (a) Be responsible for the production of any publication which the Management Committee may direct, all such publications to be in accordance with the provisions of Article IV Clause 4(6) of the Constitution;
- (b) Be empowered to appoint, with the approval of the Management Committee, an editorial board for each of the Club's publications.

3. The Elections Committee

- (1) Composition

The Elections Committee shall consist of the following: -

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

The Elections Committee shall be appointed by the Management Committee by the third week of the first term of the academic year.

- (2) Duties

The Elections Committee shall: -

- (a) Supervise elections to the Management Committee and the election of the Executive Committee Members to the Council of the Students' Union;
- (b) Give notice of the elections at least 7 days before the date fixed for receiving nomination papers;
- (c) Publish the register of voters;
- (d) Announce the seats that are to be filled in accordance with the provisions of Clauses 7 and 8 of Statute XX (The National University of Singapore Students' Union)

Article VII- Finances

1. The financial year 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 any of its committees, 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 or the Vice-President, to the University Bursar for payment.
3. Any application for special or supplementary grants shall be subjected to endorsements by the Management Committee and shall be submitted by the Honorary Treasurer to the University Council for approval.
4. All committees of the Club, before making any collections on behalf of the Club, must obtain the sanction of the Management Committee and approval from the University for such collection. All funds collected shall be paid by the Club to the University Bursar for credit to the appropriate account.
5. The Club and its committees shall not operate any account.
6. The auditors of the Club's annual accounts shall be the auditors of the Students' Union.
7. The auditors' fees 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 Management Committee Members and of Executive Committee Members shall be conducted in accordance with the provisions prescribed in this article.
2. The Elections Committee shall conduct elections of Management Committee 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 Returning Officer with reasons provided. If the candidate fails to comply with the same, his nomination shall be deemed to be valid and not withdrawn.
6. The Returning Officer of the Elections Committee shall announce to 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 Public Relations Officer and one other member of the Club (who shall not be a member of the Elections 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 close 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.
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 Elections Officers.
12. Members of the Elections Committee shall not themselves sponsor any candidates 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.
 - (1) The Annual General Meeting shall be held not later than the last week of September.
 - (2) Notice of the Annual General Meeting shall be given to members not less than 10 days before the date of the meeting.
 - (3) Any business for discussion at the Annual General Meeting shall be handed in, in writing by any two members, to the Honorary General Secretary, not less than one week before the time of the meeting.
4.
 - (1) An Extraordinary General Meeting shall be convened by the Honorary General Secretary either:-
 - (a) On the instructions of the President;

- (b) On the instructions of the Management Committee;
- (c) At the written request of not less than 20 members of the Club, together with a written statement of the object for which the meeting is called.

(2) An Extraordinary General Meeting shall be held within one week of the receipt of the request for the meeting by the Honorary General Secretary.

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

(4) No Extraordinary General Meeting shall be convened during official NUS vacations.

(5) 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 the 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) 25 percent of 100 members, whichever is less, present at the commencement of a meeting shall constitute a quorum.

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(2) In the event 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 General Meetings shall be binding on members of the Club.

Article X- Discipline

1. All members are 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 50 Singapore Dollars (SGD)
 - (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 2/3 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 or part or whole of the Constitution, provided that at least 2/3 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.