STATUTE 26

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 matriculated, 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.

(b) The crest of the Union shall be that of the University.

(c) The place of business of the Union shall be:

\[c/o\] Student Affairs Office
Nanyang Technological University
Nanyang Avenue
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 confined to matriculated, full-time, undergraduate students of the University and students not holding a Bachelor’s degree who are reading a full-time course of study leading to a diploma, the duration of which is not less than two academic years, for whom membership shall be compulsory.

(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 Assistant Honorary General Secretary of the Union Executive Committee and the Chairman of the Union 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**

(1) Each member of the Union shall pay an entrance fee of ten dollars and thirty cents ($10.30 inclusive of GST) and a subscription of twenty-four dollars and seventy-two cents ($24.72 inclusive of GST) per academic year.

(2) Members shall pay their entrance fee and subscriptions to the Bursar’s Office of the University.

(3) There shall be no refund of any such entrance fee or subscription which has been paid.

(4) 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) Union Representatives elected from members of the Management Committees of the constituent bodies in accordance with clause 8(1)(a) of Statute 25.

(2) Members of the Executive Committee (who shall not concurrently be members of any management committee) elected from members of the constituent bodies in accordance with clause 8(1)(b) of Statute 25.

(b) Term of Office

(1) The election of office bearers to the Council shall be completed by the Management Committees of the constituent bodies by the fourth week of the academic year.

(2) The tenure of office of a member of the Council shall commence from the date of election until the date of election of the next Council in the following year.

(3) A member of the Council shall vacate his office when he ceases to be a matriculated student of the University.

(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 University Council in accordance with the conditions laid down by the University Council.

(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.

(5) be responsible for the publication of an Annual Report of the Union’s activities and other publications which the Council may determine necessary.

(d) Powers

The Council shall have the power to -

(1) make, amend and repeal Standing Orders 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 Directing Committees, Standing Committees and sub-committees as are 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 pro tem 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 and the sub-committees of the Council.

(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) appoint auditors of the University to audit the Union's accounts.

(9) pass the budget estimates and other financial reports prepared by the Finance Committee of the Union.

(10) accept the resignation of any member of the Council or Executive Committee or any other committee of the Union and to fill any vacancy arising therefrom in accordance with the provisions of the Constitution.

(11) 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.

(e) Meetings of the Council

(1) The First Meeting of the in-coming Council shall be convened by the Honorary General Secretary of the out-going Council at least one week after date of election and at least one week before the Annual General Meeting of the Union.

(2) The first item on the agenda shall be the election of the Chairman of the in-coming Council (who shall not be an Executive Committee member). The election shall be presided over by the Chairman of the out-going Council who shall have no voting rights. If, however, he is a member of the in-coming Council, he shall be entitled to one vote.

(3) After the election of the Chairman, the in-coming Council shall then proceed to elect the office-bearers of the Executive Committee from among its members. The election shall be presided over by the Chairman of the in-coming Council.

(4) The minutes of the proceedings of the meeting referred to in paragraphs (e) (2) and (3) shall be recorded by the Honorary General Secretary of the out-going Council.
(5) The in-coming Council shall next consider and amend if necessary the provisional budget for the following year proposed by the Finance Committee of the out-going Council. The minutes of this transaction shall be recorded by the Honorary General Secretary of the in-coming Council.

(f) The second meeting of the Council shall be held not later than two weeks after the Annual General Meeting when the Council shall proceed to appoint the various sub-committees of the Union.

(g) All meetings of the Council shall be convened by the Honorary General Secretary of the Council. Meetings of the Council shall be either Ordinary meetings or Extraordinary meetings.

(1) An Ordinary meeting shall be held at least once a term. Notice of the meeting and the agenda shall be given to the members of the Council at least seven days before the meeting. Any amendment to the agenda of the meeting must reach the Honorary General Secretary of the Union at least three days before the meeting.

(2) Extraordinary meetings shall be held only when urgent matters arise or when a written request for such meeting signed by at least one quarter of the Council members is received by the Honorary General Secretary who shall convene the meeting within five days of the receipt of the written request. The Honorary General Secretary shall give at least three days’ notice of an Extraordinary meeting unless he decides that the urgency of the agenda requires a shorter notice, such decision being subject to ratification by the Council when it meets. At the meeting, only matters for which such meeting was convened shall be discussed.

(3) No business shall be transacted at any Ordinary or Extraordinary meeting of the Council, unless a quorum of members is present. The quorum necessary for such transaction shall be fifty per cent of the members.

(4) The minutes of a meeting of the Council shall be submitted for adoption at the following meeting.

(5) Any member of the Council who is unable to attend any of the meetings must obtain written permission for absence from the Chairman or the Honorary Secretary of the Council before the meeting. Any member who absents himself for two meetings will be subjected to queries by the Council which will subsequently decide, by a simple majority vote, whether he shall continue to be a member of the Council. However, those who absent themselves for two meetings without permission shall automatically cease to be members of the Council.

(6) A member of the Council may absent himself for more than fifteen minutes from any meeting of the Council with the permission of the Chairman to whom he must also submit a written explanation. The Honorary General Secretary shall produce such explanation if called
upon to do so by the Council.

(7) The Chairman of the Council shall preside at all meetings of the Council. In his absence, one of the members present, other than a member of the Executive Committee, shall be elected to chair the meeting.

(h) A member of the Council representing two or more Management Committees of constituent bodies shall be entitled to only one vote.

(i) An Executive Committee member representing two or more constituent bodies on the Council shall be entitled to only one vote.

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 Assistant Honorary General Secretary;
(5) The Finance Executive;
(6) The Publications Executive; and
(7) The Welfare Executive.

(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) exercise control over all other committees of the Council.
(2) appoint special committees from time to time as are necessary for the
proper administration of the Union.

(3) convene all meetings of the Union.

(4) 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.

(5) accept the resignation of any member of a sub-committee or any other committee and fill the vacancy thus arising.

(6) approve applications for the use of any of the properties and facilities assigned to the Union by the Council provided that such use is not inconsistent with the objects of the Union.

(d) The Executive Committee may make Standing Orders to regulate the procedure for all meetings of the Union, the Council, 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

(1) The Executive Committee shall meet at least once a month.

(2) The Honorary General Secretary shall give at least three days’ notice of each meeting unless he decides that the urgency of the agenda requires shorter notice, such decision being subject to ratification by the Executive Committee when it meets.

(3) Meetings of the Executive Committee shall be convened by the Honorary General Secretary in his discretion or at the request of any member of the Executive Committee.

(4) The quorum for a meeting of the Executive Committee shall be half of the number of its members.

(5) Any member of the Executive Committee who is unable to attend any of the meetings must obtain written permission for absence from the President of the Executive Committee before the meeting. Any member who absents himself for three meetings will be subjected to queries by the said committee which will subsequently decide, by a simple majority vote, whether he shall continue to be a member of the committee. However, those who absent themselves for three meetings without permission shall automatically cease to be members of the Executive Committee.

(6) The President, or in his absence, the Vice-President, shall preside at meetings of the Executive Committee. In the absence of both the President and the Vice-President, one of the members present other than the Honorary General Secretary shall be elected to chair the meeting.

(7) The Honorary General Secretary shall record the minutes of all
Article VII: Duties and Powers of Officers of the Executive Committee

(a) The President

(1) The President shall be the Chairman of the Executive Committee.

(2) At any meeting of the Executive Committee, the President or any person acting as Chairman shall have a casting vote when there is an equality of votes.

(3) The President shall preside at all meetings of the Executive Committee.

(4) The President shall have the right to call meetings of the Executive Committee.

(5) The President shall countersign all bills for payment passed by the Finance Committee.

(6) The President shall fulfil the advisory role as well as present the work plan for the in-coming Executive Committee. However, it will be at the in-coming Executive Committee’s discretion to decide on the extent of his involvement.

(b) The Vice-President

(1) The Vice-President shall, in the absence of the President, assume all the duties, powers and responsibilities of the President.

(2) In the event of the President’s position falling vacant, the Vice-President shall hold the office of President until a new President is elected at the next meeting of the Council.

(3) The Vice-President shall assist the President in the performance of his duties.

(c) The Honorary General Secretary

The Honorary General Secretary shall -

(1) be the Secretary at all meetings of the Executive Committee and of the General meetings.

(2) take charge of the Union’s records and conduct the correspondence of the Union.

(3) be responsible for convening all meetings of the Union, the Council and the Executive Committee.

(4) keep minutes of General meetings of the Union and the meetings of the Council and of the Executive Committee and post copies of the
minutes on the Union notice boards within seven days of such
meetings. He shall also circulate copies of these minutes to all
members of the Council within fourteen days of each meeting.

(5) submit at the Executive Committee meetings any matter for
discussion received from members of the Union.

(6) record every formal meeting between office-bearers of the Union and
the key officers of the University. 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.

(7) 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.

(8) prepare and submit on behalf of the out-going Council an annual
report of the Union at the Annual General Meeting.

(9) 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 in-coming Council within four weeks of the
change in the membership of the Council.

(d) The Assistant Honorary General Secretary

(1) The Assistant Honorary General Secretary shall assist the Honorary
General Secretary in discharging the latter’s duties and
responsibilities.

(2) The Assistant Honorary General Secretary shall act for the Honorary
General Secretary in the absence of the latter.

(e) The Finance Executive

The Finance Executive shall -

(1) be the ex-officio Chairman of the Finance Committee.

(2) keep a record of the Union’s accounts.

(3) receive from the Bursar of the University and present on behalf of the
Finance Committee 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.

(4) prepare and present on behalf of the Finance Committee the
provisional budget for the two periods, 1st September to 31st
March of the ensuing year and 1st April to 31st August, to the in-
coming Union Council.

(5) receive on behalf of the Finance Committee, any funds that may be
paid to the Union. Such funds shall be remitted to the Bursar of the
University to be credited to the Union’s accounts.
(6) sign and submit all bills of the Union for payment by the Bursar of the University after they have been countersigned by the Union President and a member of the staff of the University nominated by the University.

(7) be responsible for posting up minutes of each meeting of the Finance Committee on the Union Notice Boards within seven days of the meeting and for circulating them to all members of the Council within two weeks of the meeting.

(f) The Publications Executive

The Publications Executive shall -

(1) be the Chairman of the Publications Committee.

(2) be responsible for the publication of the Union’s activities as and when directed by the Council or the Executive Committee.

(3) be ex-officio member of every editorial board of the Union’s Publications.

(4) act as a liaison officer between the Executive Committee and the editorial boards.

(5) disseminate information released by the Council, the Executive Committee, the sub-committees and the special committees.

(6) be responsible for coordinating the work of the editors of the Union’s publications.

(g) The Welfare Executive

The Welfare Executive shall -

(1) be the Chairman of the Welfare Committee.

(2) look after the general welfare of the Union members within the University.

(3) be responsible for the organisation of welfare projects for the Union members.

Article VIII: The Interim Council

(a) Composition

(i) (1) If the Union 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 Union Council, the whole Council shall resign from office.

(2) The Union Council in office may resign en bloc but may do so
only at an Extraordinary General Meeting of the Union convened for this purpose.

(ii) In the event of the whole Union Council resigning from office, a new Union Council shall be elected, within a period of not more than four weeks, in accordance with the provisions of clause 8 of Statute 25 of the University.

(iii) Pending the election of the new Union Council, there shall be an Interim Council consisting of at least ten but not more than fifteen members, and not more than four representatives from each Management Committee, 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.

(iv) A member of a Management Committee on whom a vote of no confidence has been passed in his capacity as a member of the Union Council, shall not be eligible for election to the Interim Council.

(b) Functions

The Interim Council shall assume all functions of the Union Council as provided for in Article V, clause (c) of this Constitution.

(c) Powers

The Interim Council shall have such powers as are provided for in Article V clause (d) of this Constitution.

(d) Term of Office

The Interim Council shall cease to hold office immediately on the election of a new Union Council or at the end of four weeks from the date of the resignation of the previous Union Council whichever is the earlier.

Article IX: Sub-committees

The Union shall have the following sub-committees:

The Finance Committee,
The Publications Committee, and
The Welfare Committee.

(a) The Finance Committee

(i) The Finance Committee shall consist of the following:

(1) the Finance Executive who shall be the Chairman of the Committee;
(2) the Vice-President of the Union who shall be an ex-officio member;
(3) three other members (who shall not be members of the Executive Committee) elected from among the members of the Council. The
Finance Committee shall elect a Secretary from among its own members.

(4) A staff member of the University nominated as an adviser by the President of the University.

(ii) Duties

The duties of the Finance Committee shall be:

(1) To prepare the budget for the periods from 1st September to 31st March of the ensuing year and from 1st April to 31st August for presentation to the in-coming Council, such budget to be subject to final approval by the Student Affairs Office.

(2) To submit to the Council a report on the financial state of the Union at the end of each term.

(b) The Publications Committee

(i) Composition

The Publications Committee shall consist of:

(1) the Publications Executive who shall be the Chairman.

(2) the editor and business manager of every publication of the Union.

(3) a Secretary and two other members elected from the members of the Council who shall not be members of the Executive Committee.

(ii) Duties

The Publications Committee shall be responsible for:

(1) the implementation of the Union’s policies on the publications of the Union.

(2) the co-ordination of the work of all publications of the Union.

(3) keeping a record of all major events of the Union in a diary kept for that purpose.

(iii) Publications Policy

(1) All publications shall conform with the aims and objects of the Union.

(2) No matter of Union policy may be published without a written directive from the Council.

(3) No article other than those submitted by a member of the Union or a staff member of the University shall be published.

(4) Every article submitted to the Publications Committee shall bear the
name of the author. A pseudonym may be used if an article has been accepted for publication by the Committee.

(5) An article from a publication other than that of the Union may be reprinted in a Union publication if the source of the article is specified.

(iv) The Secretary

The Secretary of the Publications Committee shall -

(1) keep the Union diary referred to in Article IX, clause (b) (ii) (3) of this Constitution.

(2) keep the records and documents of the Committee.

(v) The Editor

Every editor of a publication of the Union or a constituent body shall -

(1) be responsible for the production of his publications.

(2) ensure that the Union’s publications policy is implemented.

(3) be answerable to the Council for any deviation from the Union’s publication policy.

(vi) The Business Manager

Every business manager of a publication of the Union or a constituent body shall -

(1) be responsible for the distribution of his publications.

(2) submit a statement of accounts to the Finance Committee at the end of the financial year.

(3) submit to the Finance Executive an estimate of expenditure for the following year.

(c) The Welfare Committee

(i) Composition

The Welfare Committee shall consist of -

(1) the Welfare Executive who shall be its Chairman.

(2) four other members who shall not be members of the Executive Committee, elected from the members of the Council. The Welfare Committee shall elect from among its members a Secretary.

(ii) Duties

The Welfare Committee shall -
(1) be responsible for all matters relating to the welfare of the Union members.

(2) bring to the notice of the Council any problem affecting the welfare of the members of the Union which may arise within the University.

(3) recommend to the Council any measures for improving the welfare of the members of the Union within the University as it thinks fit.

(4) implement all decisions made by the Council relating to the welfare of the Union members.

(5) submit a statement of accounts to the Finance Committee at the end of the financial year.

(6) submit annually to the Finance Executive an estimate of expenditure for the following year.

(7) be responsible for the proper maintenance of the Union’s properties which may be assigned to the Union by the University.

(iii) Powers

The Committee shall have the power to -

(1) make such rules and regulations for the proper management of the Union’s properties as it shall think fit.

(2) approve any application for the use of any premises let to the Union by the Council of the University if such use is in accordance with the objects of the Union.

Article X: Special Committees

The Council or the Executive Committee may from time to time appoint Special Committees with such powers and duties as it may determine.

Article XI: Finance

(a) The financial year of the Union shall begin on the 1st day of April of each year and end on the 31st day of March the following year.

(b) All fees and subscriptions shall be paid direct by Union members to the Bursar of the University.

(c) Any income of the Union shall be paid by the Finance Executive to the Bursar’s Office to be credited to the appropriate account.

(d) All bills of expenditure of the Union and any of its committees, properly incurred in accordance with the approved budget, shall be submitted to the Finance Executive who shall endorse and submit them, countersigned by the President and the Adviser in the Union’s Finance Committee, to the
Bursar’s Office for payment.

(e) Any application for special or supplementary grant (which shall not exceed ten thousand dollars) shall be endorsed by the Council and shall be submitted by the Finance Executive to the Director of Student Affairs for approval.

(f) Every Committee of the Union, before taking any collection on behalf of the Union, must obtain the permission of the Executive Committee and the approval of the Student Affairs Office. All funds collected shall be paid by the Finance Executive to the Bursar who shall credit them to the appropriate account.

(g) The Union and its Committees shall not operate any bank account.

(h) The subscriptions collected shall be apportioned among the Students’ Union, the Academic Constituent bodies and the Non-Academic Constituent bodies in such proportion as the President of the University thinks fit.

(i) The Auditors of the Union’s annual accounts shall be the auditors appointed by the University for the University’s annual accounts or such other auditor as may be appointed annually by the University Council or the President in consultation with the Auditor-General.

(j) The fees for the audit of the Union’s annual accounts shall be met from the Union’s funds.

(k) The Union shall submit a report of its budget to the Student Affairs Office at the end of each month.

Article XII: General Meetings

(a) The General Meetings of the Union shall be convened by the Honorary General Secretary. These shall be -

(i) The Annual General Meeting

(ii) The Extraordinary General Meeting

(iii) The Emergency General Meeting

(b) The Annual General Meeting

(i) The Annual General Meeting shall be held by the end of the sixth week after the commencement of the first term of the academic year.

(ii) Notice of the meeting and the provisional agenda shall be posted on the Union notice boards at least one week before the date of the meeting.

(iii) The Agenda for the Annual General Meeting shall consist of -

(1) the President’s address
(2) the Annual Report

(3) the audited statement of Income and Expenditure and the balance sheet for the previous financial year.

(4) the proposed budget for the ensuing year.

(5) any other matter of which notice in writing has been given to the Honorary General Secretary at least four days before the meeting.

(iv) Any business for inclusion in the final agenda shall be handed in in writing by any two members of the Union at least four days before the meeting.

(v) The minutes of the meeting shall be posted on the Union notice boards within ten days after the meeting.

(c) Extraordinary General Meeting

(i) An Extraordinary General Meeting shall be held -

(1) as and when the Council or the Executive Committee thinks it necessary.

(2) on written application to the Honorary General Secretary by at least 10 per cent of the Union members stating the object for which the meeting is desired. Such meetings shall be held within seven days of the receipt of the application.

(3) on the instruction of the President of the Union.

(ii) Notice of the meeting and the proposed agenda shall be posted up on the Union notice boards not less than three days before the meeting.

(iii) Only matters for which such a meeting is convened shall be on the agenda.

(d) Emergency General Meeting

(i) An Emergency General Meeting shall be held -

(1) on the instruction of the Union Council or

(2) on the instruction of the Executive Committee or

(3) on the instruction of the President of the Union.

(ii) Notice of an Emergency General Meeting shall be posted on the Union notice boards not less than ten hours before the time of the meeting.

(iii) Only matters for which such a meeting is convened shall be on the agenda.
(e) No Extraordinary General Meeting or Emergency General Meeting shall be convened during the University’s vacations.

(f) (i) At the Annual and Extraordinary General Meetings, 10 per cent of the Union members or 200 members, whichever is the less shall form a quorum.

(ii) If within twenty minutes after the time fixed for an Annual or Extraordinary General Meeting, the members present are not sufficient to form a quorum, the meeting shall be postponed. Another meeting shall be called within one week but not earlier than 72 hours of the postponement. The Honorary General Secretary shall give three days’ notice of the subsequent meeting. At such postponed meeting, the business fixed for the previous meeting shall be considered irrespective of the number of members present.

(iii) During the period of postponement, no alteration to the agenda shall be made.

(g) At an Emergency General Meeting, 15 per cent of the Union members or 400 members, whichever is the less, shall be present at the commencement of the meeting before it can proceed. In the event of the required number not being present, the meeting shall be cancelled.

(h) No decision may be taken at the Annual General Meeting or an Extraordinary General Meeting if the number of members present is below half of the members present at the commencement of the meeting.

(i) The Chairman of the Council shall take the chair at all General Meetings of the Union. In his absence, one of the members present other than a member of the Executive Committee shall be elected to the chair.

(j) (i) No member shall vote by proxy.

(ii) Voting at all General Meetings shall be by ballot.

(iii) Voting other than by ballot shall be taken for any item provided that the unanimous consent of the members present be obtained.

(iv) The motions at General Meetings of the Union shall be decided by a simple majority vote.

(k) A vote of censure or no-confidence against the Council or any member of the Council may be taken only at an Annual General Meeting, Extraordinary General Meeting or Emergency General Meeting provided it has been included in the agenda for that meeting.

Article XIII: Elections

The election of the Executive Committee members to the Council of 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) Composition of Elections Committee

The Elections Committee shall be appointed by the Management Committees of the Constituent Clubs and shall consist of the following:

(1) The Returning Officer who shall be Chairman of the Committee.

(2) Three Elections Officers who shall assist the Returning Officer.

(b) Duties and Power of Elections Committee

(1) The Elections Committee shall conduct elections of the Executive Committee Members to the Council of the Students’ Union and of the Management Committee Members of the Constituent Clubs at the same time.

(2) The Returning Officer of the Elections Committee shall announce the place at which the members may receive the nomination papers, and the time, date and place at which the members will submit the completed nomination papers.

(3) The Returning Officer may reject any nomination papers that do not comply with the provisions of this Article and shall serve upon such person a Notice of Rejection one day after the close of the nominations. Such notice shall be deemed to have been served when the List of Nominees is displayed on the Notice Boards.

(4) The Returning Officer shall be in charge of the Ballot with the assistance of the Elections Officers.

(5) Members of the Elections Committee shall not themselves -

(i) propose or second any candidates,

(ii) campaign for any candidates,

(iii) vote for any candidates, and

(iv) stand for election for the respective Constituent Clubs.

(6) The Returning Officer and the Elections Committee are empowered to exercise their discretion as and when it is necessary.

(c) Nomination of Elections Candidate

(1) Only ordinary members shall be eligible to hold office in the Executive Committee to the Council of the Students’ Union and the Management Committee of the Constituent Clubs.

(2) No member shall concurrently serve on both the Executive Committee to the Council of the Students’ Union and the Management Committee of any constituent club.

(3) All candidates standing for election shall be duly proposed and
seconded by ordinary members.

(4) The proposer or seconder can only nominate one candidate for each seat.

(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 an Executive Committee Member to the Council of the Students’ Union or a Management Committee Member of the Constituent Clubs.

(6) The proposer and the seconder for each candidate must be present simultaneously at the nomination booth with their matriculation cards.

(7) In the event that the nominee is returned uncontested for a particular post, he or she will still have to stand for election and win a minimum number of no less than 50 valid votes for the post he or she is being nominated for.

(8) The Returning Officer shall, in the event that there is no nominee for a particular post, open the nomination again for the above mentioned post not later than three days after the first nomination closed.

(9) The Returning Officer shall, in the event that there is no nominee for the second nomination, declare the nomination closed, and it will then be up to the discretion of the Management Committee of the Constituent Clubs to decide on the unoccupied post.

d) Campaign

(1) Each candidate must stand for election as an individual and must not associate himself with any other candidate standing for elections.

(2) Banners and posters are only allowed at specific locations as determined by the Elections Committee.

(3) Any poster or banner without the approval of the Director of Student Affairs or which bears defamatory remarks towards other candidates will be removed.

(4) Any candidate who passes defamatory remarks towards other candidates shall be disqualified.

e) Conduct of Elections

(1) All elections shall be conducted by secret balloting.

(2) Balloting shall take place not earlier than seven days and not later than ten days after the first nominations close. The time, date and place for such ballot shall be announced on the notice boards by the Returning Officer.

(3) Every ordinary member shall have one vote to each seat during the election of office bearers.
(4) No lobbying for votes inside the cordoned area for balloting is allowed on the polling day.

(5) The place and time of the counting of votes should be made known to the members. Only the authorised personnel as prescribed by the Elections Committee shall be allowed in the counting room.

(6) The Returning Officer shall officially announce to the members the results of the elections immediately after the votes have been counted. Such results shall be displayed on the notice boards.

(7) Where the votes of the candidates for the same post are equal, the outgoing Management Committee shall decide this casting vote by a simple majority of votes taken at a Management Committee meeting.

(8) Where the votes of the candidates for the same post differ by 5% of the total number of votes cast or fifty whichever is lesser, the candidates concerned may require a re-count within three days from the date of elections. The result of such re-count shall be final.

(f) Appeal

(1) The candidate aggrieved by the Returning Officer, in Clause (b) (3) of this Article, may, within three days of notification, appeal to an Appeal Committee which shall comprise the Director of Student Affairs or his nominee and two other ordinary members, appointed by the outgoing Management Committee of the Constituent Clubs.

(2) The decision of the Appeal Committee shall be final.

Article XIV: Amendments to the Constitution

(a) The University Council may make amendments to the Constitution, including the revocation of part or the whole of the Constitution, and such amendments, immediately on their being prescribed by Statute, shall be communicated to the Honorary General Secretary.

(b) Beginning from the first Executive Committee, only at five years interval, may the Union Executive Committee propose for the consideration of the University Council, 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 meeting have voted in favour of such amendments. However, during each five-year interval, the Executive Committee may file any amendments to be proposed, for the consideration of the Executive Committee 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 Statute or on such date as may be prescribed by Statute.
Article XV: Discipline

(a) Disciplinary Action

(i) All members of the Union shall comply with the provisions of the Constitution and by such Standing Orders of the Union as may be made from time to time by the Council.

(ii) Disciplinary action of one or all of the following forms may be taken against any member acting in a way derogatory to the Union or in any way violating any of the provisions of the Constitution or the Standing Orders:

1. A fine not exceeding five hundred dollars.

2. Suspension from any or all the privileges of membership for a period of not more than one year.

3. An apology to be tendered by the offender.

(iii) Any disciplinary action shall be taken by the Disciplinary Committee.

(b) Disciplinary Committee

Composition

1. Five members shall form the Disciplinary Committee.

2. The five members shall be selected by the Union Council from the most senior students of the University with not more than two members from any one School. Such students shall not be members of the Council.

3. The members of the Disciplinary Committee shall elect a Chairman from among themselves.

4. The Honorary General Secretary of the Executive Committee shall be Secretary to the Disciplinary Committee, but he shall not take part in the deliberations.

5. The President shall nominate a member of the staff of the University to sit on the Disciplinary Committee to guide and advise the Committee in its deliberations.

6. Duties

The Disciplinary Committee shall -

(i) investigate and hear all cases of student discipline referred to it by the President of the Union or the Council.

(ii) submit the findings of such cases to the Council when requested to do so by the Council.
(7) **Powers**

(i) To hear and recommend disciplinary action when necessary on all cases of student discipline referred to the Disciplinary Committee by the President of the Union or the Council.

(ii) To investigate, review and hear all student disciplinary cases and submit reports of all such cases to the President of the Union. At the hearing, every person affected shall have the right to be heard.

(iii) The Disciplinary Committee may call any member of the Union to give evidence at the hearing of the Committee, provided three days written notice has been given to him. Any member of the Union who fails without reasonable excuse to attend at the hearing to give evidence shall be liable to a fine not exceeding ten dollars.

(8) **Appeal**

(i) Any member dissatisfied with the decision of the Disciplinary Committee may appeal to the Union Council.

(ii) The Council may affirm or discuss the appeal and the decision of the Council shall be made by a simple majority of the votes of the members of the Council present when deciding on the appeal.

(9) No penalties shall be imposed unless two-thirds of the members of the Council present have voted in favour.

**Article XVI: General**

(a) **Union Notice Boards**

(1) The Honorary General Secretary shall be in charge of all the Union notice boards.

(2) All notices posted up on the Union notice boards by the Council or any of its committees shall bear the signature of an office-bearer of the body concerned.

(3) Any other notice shall be countersigned by any member of the Council.

(b) **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 Council or of the Executive Committee has been accepted, the Council shall cause that vacancy to be filled by the Management Committee of the constituent body from which the member was elected.

(4) Any member of the Committees of the Council, other than the Executive Committee, who wishes to resign shall hand in his resignation to the Executive Committee through the Secretary of the Committee concerned. If the resignation is accepted, the Executive Committee shall then proceed with the appointment of a new member.

c) Vacancies

A vacancy in the Union Council or any Committee of the Council arising from any cause other than resignation shall be filled in the manner appropriate to that vacancy.

d) Interpretation of the Constitution

(1) In the event of a controversy arising over the interpretation of the Articles of the Constitution at a meeting of the Council, a ruling shall be made by a majority vote.

(2) In the event of a controversy arising over the interpretation of the Articles of the Constitution at Meetings of a Committee of the Council, the Chairman shall give the ruling.

e) Office-Bearers

The names of the members of the Council and the members of all standing committees of the Union shall be submitted to the Student Affairs Office within one week of their election.

f) 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.

End of Statute 26