

THE UNITED KINGDOM – SINGAPORE STUDENTS’ COUNCIL

 在籍英国新加坡学生理事会 

## THE CONSTITUTION

In this *Constitution*,

any masculine references are applicable to both the masculine and feminine gender.

## SECTION 1: GENERAL TERMS

#### Article 1: Official Names and Logo

1. The Council shall be called “The United Kingdom -­‐ Singapore Students’ Council”; herein after referred to as *The UKSSC*.
2. The UKSSC shall be known in the 4 official languages of Singapore as
   1. "The United Kingdom Singapore Student's Council"
   2. "Majlis Pelajar Pelajar Singapura di United Kingdom"
   3. "在籍英国新加坡学生理事会"

4. "□□□□□□ □□□□□□□ □□□□□□□□□□□ □□□□□□ □□□□"

1. The official logo shall be displayed visually in appropriate prominence in all official documents of *The UKSSC*.

#### Article 2: Affiliations

1. *The UKSSC* may not be affiliated to any sectarian organisations, but may be with religious or political groups, but may not propagate their messages.

#### Article 3: Aim

The aim of *The UKSSC* shall be:

1. To create a bona fide Singaporean student community across the UK.

#### Article 4: Roles

The roles of *The UKSSC* shall be:

1. To promote inter-­‐society interactions and collaborations among our Partner Societies.
2. To provide Singaporeans with a platform to reach out to one another.
3. To act as the overall representative of the Singaporean student body in the UK when required.

#### Article 5: Official Language

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

## SECTION 2: PARTNERSHIP

#### Article 5: Eligibility

1. All Singaporean-­‐student Societies, college alumni and interest-­‐related Societies, managed by and for the benefit of Singaporean students, are eligible to become a Partner Society of *The UKSSC*. The status is granted following a formal exchange of email, between the Society and *The UKSSC*, detailing the Society’s desire to become so, and the acknowledgement of the *President* of *The UKSSC.*
2. A Partner Society (herein after referred to as *P.S*.) need not be registered under the Student Union of a university.
3. Should a *P.S.* choose to opt out of *The UKSSC*, a formal exchange of communication dictating the *P.S*.’s decision is required to take place between the

*P.S.* and *The UKSSC*. The wording used must be clear. The *General Secretary* will remove the *P.S*. in question from the *Master Contact List* not later than seven (7) days after the *President* of *The UKSSC* acknowledges the *P.S*.’s decision.

1. A Society who has previously opted to not remain a *P.S.* of *The UKSSC* may choose to become one again by formally communicating its intention to *The UKSSC.* A consultation between both parties will take place, and a final decision will be reached by the *ExCo* of *The UKSSC*. If successful, The *General Secretary* will re-­‐instate the *P.S*. in question onto the *Master Contact List* not later than seven (7) days after the decision has been made.

#### Article 6: Privileges

1. For all members (*Leaders* and members of *P.S*.):
   1. To participate in events organised by *The UKSSC*.
   2. To attend all General Meetings of *The UKSSC*.
   3. To stand for election of office.
2. For Leaders of Registered P.S. only:
   1. To vote in the *General Meetings* and General/By Elections.
   2. To nominate or second candidates for the office in the General/By Elections.

#### Article 7: Obligation of Members

1. To abide by *the Constitution* and the *By-­‐Laws* of *The UKSSC.*
2. To abide by the resolutions adopted during the General Meetings.
3. To uphold the reputation and image of *The UKSSC* and Singapore.
4. To inform *The UKSSC* of any changes in leadership positions and/or contact details no later than four (4) weeks after taking effect.

## 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 P.S.s of

*The UKSSC* with exception where article 20(3) or article 21(3) is applicable.

1. If the quorum is not obtained, another *G.M.* can be called after not more than fourteen (14) working days. This *G.M.* will quorate with one-­‐fourth (1/4) of the registered *P.S*.s, with the exception of *G.M.*s called to discuss the *Constitution* and that of the vote of no confidence.
2. All *G.M.*s called to discuss the *Constitution* must quorate with at least one-­‐third (1/3) of the total number of registered *P.S*.s at the point in time.

#### Article 10: Procedure

1. The procedure of the election shall be prescribed by the election by-­‐laws found in this *Constitution*. The by-­‐laws shall form an integral part of this *Constitution*.
2. The meeting shall be chaired by the *President* of *The UKSSC*, and he shall be assisted by either of the *Vice-­‐Presidents* and the *General Secretary* of *The UKSSC* (with the exception of article 12)
3. All members shall be informed of the agenda and related information of the *G.M.* at least seven (7) working days before the meeting for *E.G.M.* Notice of the *A.G.M.* shall be served fourteen (14) days prior to the meeting.
4. Each *P.S*. shall be represented by one (1) vote, with the exception of the election for office.
5. Each motion shall be proposed by one member and seconded by another member. The *Constitution* shall remain inviolate in such propositions.
6. 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.
7. A secret ballot shall be conducted if at least one-­‐fifth (1/5) of the members present request for it.
8. 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).
9. The resolutions adopted during any *G.M.* may be overturned if a petition supported by at least two-­‐thirds (2/3) of the registered *P.S*.s of the *The UKSSC* is submitted.

#### Article 11: Types

1. There shall be three types of General Meetings, namely, *Regional Leaders Meeting* (herein after referred to as *R.L.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: Regional Leaders Meeting

1. There shall be at least two (2) *R.L.M.s* for each Region in a full term of office.
2. The aim is for the Region’s Society Leaders to interact with each other, and discuss their plans, and to initiate joint projects amongst themselves. *Exco* members from *The UKSSC* who are in attendance are to reinforce *The UKSSC’s* objectives to the attendees of the *R.L.M*.
3. The first *R.L.M.* shall be convened between the end of the *A.G.M*. and before the UKSSC 1st Flagship Event. The relevant *Regional Director* shall chair the *R.L.M*. and in attendance should be at least the relevant *Vice-­‐ President* of *The UKSSC*.
4. The second *R.L.M.* shall be convened between the summer holidays and before the next *A.G.M*., and shall deal with any general matters arising during the term, and to commence publicity for the *A.G.M.*

#### Article 13: Extraordinary General Meeting

1. An *E.G.M.* shall be convened:
   1. within fourteen (14) working days of the submission of a petition signed by at least one-­‐quarter (1/4) of the registered members of *The UKSSC*, demanding such a meeting to discuss specific matters, except where article 20(3) is concerned.
   2. within twenty (20) working days of the resignation of an *ExCo* member.
   3. by a special resolution of the *President and Vice-­‐Presidents*.

#### Article 14: Annual General Meeting

1. An *A.G.M.* shall be convened:
   1. not earlier than 6 weeks after the commencement of the new academic year .
   2. not later than 8 weeks after the commencement of the new academic year.
2. The *ExCo* shall present a report on their work and the elections for the new *ExCo* shall be held during the *A.G.M.*

## SECTION 4: EXECUTIVE COMMITTEE

#### Article 15: Name

1. The name of the committee shall be the *The United Kingdom -­‐ Singapore Students’ Council Executive Committee,* herein after referred to as the *ExCo.*

#### Article 16: Authority

1. The resolutions of the *ExCo* shall have the authority next to those resolutions adopted during the *G.M.s*.

#### Article 17: Functions

The *ExCo* shall:

1. execute the resolutions adopted during *General Meetings* and *ExCo* meetings.
2. formulate policies of the *The UKSSC* in accordance to the aims and objectives of

*The UKSSC.*

1. be responsible for the assignment of *P.S*.s into the relevant Region at its discretion.
2. represent the *P.S.*s*’* interests in dealings with external organisations.
3. be responsible for the upkeep and maintenance of *The UKSSC* treasury and inventory.
4. be responsible for organising relevant events to achieve the aims and objectives of *The UKSSC*.

#### Article 18: Officials and Duties

The *ExCo* shall consist of twelve (12) members. No member may fill more than one (1) post.

Should a member who is holding office in a *P.S*. or any other organisation wish to stand for election into the *ExCo* of *The UKSSC*, there shall be full disclosure by the member of his existing obligations. Failure to do so shall constitute an automatic forfeiture of his candidacy.

Upon election into the *ExCo*, the following officers shall discharge their duties to the best of their abilities:

1. **President**

*The President shall:*

* 1. oversee the operation of *The UKSSC* to ensure that it fulfils its organisational objectives.
  2. preside all *ExCo* meetings and *General Meetings* and prepare the agenda (with the exception of article 12)
  3. represent *The UKSSC* in all its matters.
  4. undertake all liaison with external organisations that wish to partake in the dealings of *The UKSSC*.
  5. serve as co-­‐signatory, together with the *General Treasurer*, to any bank account that is held by *The UKSSC.*
  6. be elected to the Advisory Panel by unanimous voting of the current ExCo upon the handing over of his appointment.

1. **Vice-Presidents: (two (2) members)**

(Affiliated Student Organisations, The South & Greater London)

(Midlands, The North & Scotland)

The *Vice-Presidents* shall:

* 1. work closely with the President in maintaining ties with *P.S.*s, with assistance from the *Regional Directors,* to promote the aims and objectives of *The UKSSC*.
  2. serve as Chairperson to *Working Committee* for *Key Events*. The *Vice Presidents* shall, at the advice of the *President*, assign the remaining members of the *ExCo* with *Working Committee* appointments, not later than seven (7) days after the formation of the *ExCo.*
  3. cover the *President’*s duties in his absence.
  4. be elected to the Advisory Panel by unanimous voting of the current ExCo upon the handing over of his appointment.

1. **General Secretary**

The *General Secretary* shall:

* 1. assist the *President* and the *Vice-­‐Presidents* in the administrative matters of *The UKSSC*.
  2. manage all documents of *The UKSSC*.
  3. manage all inventory records of *The UKSSC*.
  4. serve as custodian of *The UKSSC* Master Contact List, which involves updating all information of the registered *P.S*.s and ensuring the confidentiality of the document. The *Master Contact List* is to be released only upon the instruction of the *President* and the *Vice Presidents*.
  5. record and manage the minutes of all *ExCo* meetings and *G.M.*s.
  6. assist the *President* in monitoring and executing all external correspondences.
  7. serve as member of *Working Committees* for *Key Events*.
  8. manage the upkeep of all communication mediums of *The UKSSC*.

1. **General Treasurer**

The *General Treasurer* shall:

* 1. keep and maintain the accounts of *The UKSSC*.
  2. update the *ExCo* on the financial matters of *The UKSSC* during meetings.
  3. present the financial report to the *The UKSSC* during *G.M.s.*
  4. report any financial discrepancies or difficulties to the *ExCo*.
  5. draft the budget of the fiscal year for approval by the *ExCo*.
  6. monitor the financial status of all projects and activities undertaken by

*The UKSSC.*

* 1. work closely with the Sponsorship Director to obtain sponsorship
  2. serve as member of *Working Committees* for *Key Events*.

1. **Regional Directors (six (6) members)**

(Greater London, Midlands, The North, The South, Scotland, Affiliated Student Organisations)

The *Regional Directors* shall:

* 1. serve as the first point of liaison between *P.S*.s and *The UKSSC.*
  2. be responsible for maintaining ties between *P.S.*s and *The UKSSC*, which includes regularly monitoring of *P.S.* development and keeping records, by way of proper documentation of all relevant information concerning the *P.S*.s, such as contact information, current leadership, size of *P.S*., etc.
  3. update the relevant *Vice President* on developments concerning the *P.S*.s.
  4. be responsible for initiating *R.L.M.*s.
  5. serve as member of the *Working Committees* for Key *Event*

1. Sponsorship Director

The *Sponsorship Director* shall:

* 1. Work with the UKSSC portfolios to create a UKSSC-­‐wide sponsorship package
  2. Serve as the primary contact for all sponsorship initiatives directly related to the UKSSC
  3. Be responsible for the maintenance of sponsorship document templates and sponsorship agreements
  4. Manage sponsor relationship by:
     1. Creating and updating an event-­‐specific sponsorship package for all potential sponsors;
     2. Arranging and signing a sponsorship contract with all confirmed sponsors;
     3. Ensuring that the UKSSC fulfils its sponsorship commitments to our sponsors and that sponsors fulfil theirs to the UKSSC;
     4. Maintaining regular communications with sponsors to build a strong and lasting partnership;
     5. Seeking out new sponsorships opportunities.

1. Advisory Panel (up to three (3) members)

The *Advisory Panel* shall:

* 1. consist of at least two (2) and not more than three (3) members.
  2. remain as a body independent of the *ExCo.*
  3. serve the incumbent *ExCo* in a strictly advisory and non-­‐executive capacity.
  4. provide reasonable and relevant guidance to the *President* upon his request in order for him to discharge his duties effectively.
  5. if necessary, maintain strategic relations with *P.S*.s and external organisations. 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 *ExCo*.

#### Article 19: Resignation

1. Any member of the *ExCo* who wishes to resign shall submit an official letter to the *ExCo* 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 an *ExCo* member elected internally within the *ExCo* until such times when the by-­‐elections are held.
4. A two-weeks notice must be given before resigning, which is observed from the day after the resignation letter is submitted.

#### Article 20: Vote of No Confidence

1. A vote of no confidence in the *ExCo* or any *ExCo* members may be cast if:
   1. his/their actions are deemed to have betrayed the good faith placed in him/them by the electorate.
   2. 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

*P.S*.s of *The UKSSC*. 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 Leader of a *P.S*. 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 *P.S.*s of *The UKSSC* present during the meetin

1. The effect of a vote of no confidence shall be:
   1. the quorum for all *G.M.*s shall be one-­‐half (1/2) of the registered *P.S*.s of

*The UKSSC*.

* 1. all financial matters are to be presented and approved by at least two-­‐ thirds (2/3) of the P.S.s present at any *G.M.*
  2. all resolutions adopted must be supported by at least two-­‐thirds (2/3) of the total number of *P.S.*s present.

1. A vote of no confidence on an *ExCo* member shall result in his removal from office.

#### Article 21: Dissolution and Removal from Office

1. The *ExCo* shall dissolve
   1. within seven (7) working days of the election of the new *ExCo.*
   2. if such a resolution is reached in an *E.G.M.* convened specifically for such a discussion.
2. Any *ExCo* member may only be removed from office by a unanimous vote of no confidence from the *ExCo* or at least two-­‐thirds (2/3) of the total number of *P.S.*s if:
   1. his actions are deemed contrary to the *Constitution*.
   2. he is deemed not to have fulfilled his duties and responsibilities as prescribed in this *Constitution*.
3. Resolution to dissolve shall only be taken during an *E.G.M.* convened by a petition supported by at least three-­‐ quarters (3/4) of the registered *P.S*.s of *The UKSSC*. 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 *P.S.*s are in favour of it

## AMENDMENTS

##### As it stands, any member choosing to resign must act in accordance with:

With these amendments to the constitution in place, the UKSSC will have sufficient time to prepare for any changes, as opposed to a sudden change. We hope you, our Partner Societies will support us in making these changes so that we can better serve you and the rest of Singapore student body in the UK.

## SECTION 5: Finances

## Article 22: Sources

* 1. *The UKSSC* shall obtain its sources of finances by legal means only.

**Article 23: Uses**

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

#### Article 24: Control

1. The control of the *The UKSSC*’s finances shall be vested in the *ExCo*. The accounts of the UKSSC shall be presented during each AGM.
2. The accounts of *The UKSSC* may be made available for inspection by any *P.S*. of

*The UKSSC* during a G.M.

1. The incumbent *ExCo* shall handover, to the incoming *ExCo*, at least three-­‐ quarters (3/4) of the sum that they had inherited from the previous *ExCo*

## SECTION 6: CONSTITUTION AMENDMENT AND INTERPRETATION

#### Article 27: Amendments

1. Any amendments shall be subjected to ratification by at least three-­‐quarters (3/4) of the registered *P.S*.s of *The UKSSC* and the unanimous vote of the full *Advisory Panel*.

#### Article 28: Interpretation

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

## SECTION 7: DISSOLUTION

#### Article 29: Procedure

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

## ELECTION BY-­‐LAWS

#### Article 1: Eligibility

1. All members shall be eligible for nominations for any post in the *ExCo.*
2. All members shall be eligible for nominating and seconding any members for the electoral office.
3. Only *Leaders* of registered *P.S.*s and members of the incumbent *ExCo* shall be eligible to vote in any elections.
4. Members who wish to contest for the offices of *President* and *Vice Presidents*

shall be at most in their penultimate year of study.

1. Members who wish to contest for the offices of Vice *Presidents* and *Regional Directors* shall be eligible for the positions that are assigned with the Region that their university is grouped under.
2. Members who wish to contest for office shall fulfill the preamble of article 18 of the *Constitution*.

#### Article 2: Nominations

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

#### 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 shall take place during the *A.G.M.* By-­‐elections shall take place pursuant to article 13(1) of the *Constitution*.
4. An official handing-­‐over date between the incoming and outgoing committees shall be stipulated before the *A.G.M.* The handing-­‐over must take place before the end of the winter holidays.
5. The *A.G.M.* shall take place at least seven (7) days and no more than one (1) month before the handing-­‐over date.

#### Article 4: Voting

1. Each registered P.S. shall be represented by one (1) vote . Each vote has four (4) weighting.
2. Each member of the incumbent ExCo shall be represented by one (1) vote. This vote has one (1) weighting.
3. The identity of the voters shall remain secret.
4. Each of the *ExCo members’* votes shall consist of support for only one (1) candidate for each post. 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 *ExCo* shall ensure that the ballot papers are distributed only to the full members of *The UKSSC.*
6. The outgoing *ExCo* 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*. The decision of the *Returning Officer* shall be final.
8. Members who wish to cast votes in the Election shall be present at the *G.M.*s to vote in person.
9. If the representative of the *P.S.* seeks to run for office during the elections, he shall not be entitled to vote.

#### Article 5: Voting Procedure

1. Voting-­‐in of the candidates shall begin with the *President* and proceed in the following order: *Vice President(The South & Greater London), Vice President(Midlands, The North & Scotland)*, *General Secretary*, *General Treasurer*, and *Regional Director (The South, Greater London, Midlands, The North, Scotland and Affiliated Student Organisations)*
2. Unsuccessful candidates may be nominated on the spot, with a single member proposing and two (2) others as seconders, for subsequent appointments. No more nominations shall be accepted once the voting process for the particular post has begun.
3. Members who fail to submit their nomination by the stipulated deadline shall not be eligible to contest during the Elections.
4. Candidates for each post shall be required to give a short presentation prior to the voting.
5. Candidates shall be required to stand for a Question and Answer session after all the candidates have given their presentation.

WE,

###### The 22nd Executive Committee of The United Kingdom – Singapore Students’ Council,

***together with***

**The elected Representatives of the Partner Societies,**

DO,

###### In the name of the Singaporean Student Community, Ratify this Constitution,

***And***

**Pledge ourselves to uphold the aspirations and integrity of this Constitution by every means at our command,**

**AT,**

**The 22nd Annual General Meeting of The UKSSC**

**Venue**

CONVENED,

###### On this day,

###### 31st August 2019

**Signatories**

**The United Kingdom-Singapore Students’ Council**

|  |  |
| --- | --- |
| For  The United Kingdom-Singapore Students’ Council | Ms Shermaine Lim  *(Interim) President*  *21st Executive Committee* |
| For  The United Kingdom-Singapore Students’ Council | Ms Deirdra Ong  *(Interim) President*  *21st Executive Committee* |
| For  The United Kingdom-Singapore Students’ Council | Ms Yunshan Zhuo  General Secretary  *21st Executive Committee* |
| For  The United Kingdom-Singapore Students’ Council | Mr Ryan Er  General Treasurer  *21st Executive Committee* |
| For  The United Kingdom-Singapore Students’ Council | Mr Matthew Kingsley Leong  Sponsorship Director  *21st Executive Committee* |