

# The Constitution of the College Students' Committee

College of Alice & Peter Tan  
National University of  
Singapore

## Article 1: Preamble

### Purpose

1. This Constitution lays out the rights, roles, responsibilities of the College Students' Committee, and the rights and responsibilities of the members of the College in relation to the College Students' Committee.

### Definitions

2. In this Constitution,
  - a. "University" or "NUS" refers to the National University of Singapore;
  - b. "College" refers to the College of Alice & Peter Tan;
  - c. "CSC" refers to the College of Alice & Peter Tan College Students' Committee;
  - d. "Master" refers to the Master of the College of Alice & Peter Tan;
  - e. "Fellows" refers to the Fellows of the College of Alice & Peter Tan;
  - f. "Fellowship" refers to the Master and the Fellows collectively;
  - g. "Student Body" refers to all members of the Student Body collectively;
  - h. "EC" refers to the Election Committee of the Student Body;
  - i. "Neighbourhood committees" or "NCs" are student leaders who represent the different neighbourhoods in the College and plan activities for its members.

## Article 2: Membership of the Student Body

### Ordinary Membership

1. All students matriculated into the University and who have accepted the offer of residence from the College for a sessional year or semester shall automatically be ordinary members of the Student Body.
2. Their membership shall continue until the end of the academic year unless terminated under the following circumstances:
  - a. When the student ceases to be a matriculated student in the University;
  - b. When the student terminates residency with, or is expelled from, the College.

### Associate Membership

3. All non-graduating exchange students who reside in the College shall

automatically be associate members of the Student Body for the time that they reside here.

4. Associate membership will be discontinued when residency ends.

### **Privileges of Ordinary Members**

5. Ordinary members shall:
  - a. Have the right to stand for elections subject to Article 5 clauses 4 and 5;
  - b. Have the right to nominate or second any candidate for elections;
  - c. Have the right to vote in elections;
  - d. Be eligible for membership of various subcommittees;
  - e. Have the right to vote at all General Meetings;
  - f. Have the use of all facilities as approved by the College administration or the respective CSC Directors in charge of the facilities.

### **Privileges of Associate Members**

6. Associate members shall:
  - a. Be eligible for membership of various subcommittees;
  - b. Have the use of all facilities as approved by the College administration or the respective CSC directors in charge of the facilities;
  - c. Not have the right to stand for elections or vote at elections and general meetings;
  - d. Not nominate or second any candidate for elections.

### **Obligations of Members**

7. All members are to abide by the Constitution and shall not act in any way that is prejudicial to the good name or interest of the College and the University.

## **Article 3: Objectives of the College Students' Committee**

### **Objectives**

1. The objectives of the CSC shall be to:
  - a. Represent and protect the interests of the Student Body, in line with the College's Mission and Vision;
  - b. Support the College in her Vision of being a learning community that is

- passionate about active citizenship and community engagement;
- c. Forge a unified spirit amongst the Student Body, the Fellowship and the administrative staff;
  - d. Promote and provide opportunities for active participation in the College;
  - e. Support and promote external relations with other student bodies in NUS;
  - f. Support events and activities initiated by the Student Body or NC aimed at promoting College cohesion.

## **Article 4: Composition and Functions of the College Students' Committee**

### **Composition**

1. The CSC shall comprise the Standing Committee and the various Directors.
2. The Standing Committee must have at least 4 filled positions.
3. The Standing Committee consists of, but is not limited to, the following office bearers based on the needs of the CSC for the year:
  - a. President
  - b. Vice-President
  - c. General Secretary
  - d. Finance Secretary
4. There must at least be 5 Directors in the CSC who cover the areas of student welfare, publicity, sports, clubs and societies, community engagement and any other areas as determined by the CSC of the year in consultation with the Master.
5. In total, there must be at least 9 members in the CSC.

### **Eligibility**

6. Candidates for the above posts must be in residence for both semesters in the academic year that he or she will be in office.

### **Tenure**

7. Notwithstanding the conditions of termination as provided for in Article 8 clause 5, the term of office of the CSC shall commence from the close of the Annual General Meeting and terminate at the close of the following Annual General Meeting.

### **Functions of the College Students' Committee**

8. The CSC shall:
  - a. Be responsible for carrying out the objectives of the CSC as stated in Article 3;
  - b. Be responsible for the formulation and execution of policies consistent with the Mission and Vision of the College and the objectives of the CSC;
  - c. Represent the Student Body and be the recognised means of communication between the Student Body and the Fellowship, College administration or other NUS student organisations/bodies;
  - d. Be responsible for the proper administration and maintenance of the facilities under its charge;
  - e. Be responsible for the management and use of the CSC budget;
  - f. Be in communication with the NCs and develop a working relationship with them.

### **Powers of the College Students' Committee**

9. The CSC shall have the power to:
  - a. Represent the views of the Student Body;
  - b. Coordinate and organize student events and activities, subject to the rules and regulations of the College and University;
  - c. Form Ad-Hoc Committees or new subcommittees as and when deemed necessary, provided that the CSC notifies the Master of the powers and duties of such Ad-Hoc Committees or subcommittees before their appointments;
  - d. Approve application for the use of College facilities under the charge of the CSC provided that such use is not in conflict with the interests of the College;
  - e. Appoint, in the absence of the President or Vice-Presidents, from amongst their members, a President pro-tempore who shall assume all powers and duties of the President;
  - f. Co-opt members of the CSC in accordance with Article 5 clause 9;
  - g. Decide upon any matter not provided for in the Constitution, in consultation with the Master and Fellows.
10. The CSC shall have additional powers as set out in the other provisions of the Constitution.

### **President's Duties and Powers**

11. The President shall:

- a. Preside at meetings of the CSC;
- b. Represent the CSC and Student Body at meetings or functions with the Fellowship, NUSSU or other NUS bodies;
- c. Liaise with external parties on behalf of the CSC and the Student Body, or appoint another member of the CSC to do so;
- d. Coordinate and oversee the work of the CSC in line with the College Mission and Vision;
- e. Have the right to call for meetings of the CSC;
- f. Have the right to call for general meetings of the Student Body in accordance to the Constitution;
- g. Oversee or have the power to appoint another member of the CSC to oversee any Ad-hoc committees.

### **Vice-President's Duties and Powers**

12. The Vice President shall:

- a. Be in close contact with the President on all matters relating to the CSC
- b. Assist the President in the effective discharge of his or her duties by assuming responsibilities as assigned by the President;
- c. In the absence of the President, assume all duties, powers and responsibilities of the President.

### **General Secretary's Duties and Powers**

13. The General Secretary shall:

- a. Keep a register of all documents pertaining to the CSC;
- b. Advise the President on the requirements of the Constitution;
- c. Schedule meetings, ensure that the agenda is prepared beforehand, and ensure that the agenda is adhered to during meetings;
- d. Take minutes of all CSC meetings and circulate them to members of the CSC and to the Fellow(s) appointed by the Master as advisor(s) to the CSC;
- e. Prepare the CSC's annual report and present it at the Annual General Meeting after it has been passed by the CSC.

## Finance Secretary's Duties and Powers

14. The Finance Secretary shall:

- a. Receive and deposit all money due to the CSC;
- b. Act as the intermediary between the College Office and the Standing Committee by facilitating the communication on budgetary and monetary matters;
- c. Endorse budgetary claims before they are submitted to the College Office;
- d. Take on an advisory role for the Budget Estimate of every CSC Director and his or her respective committee;
- e. Prepare and submit the Budget Estimate for the work year;
- f. Keep accounts of all financial transactions of the CSC for the current term;
- g. Submit a full Statement of Accounts of the CSC to the Fellowship at the end of the financial year;
- h. Present a Statement of Accounts during the Annual General Meeting;
- i. Not be elected 2 terms in a row unless approved by the Master.

## Article 5: Elections

### Elections Committee

1. The Elections Committee shall:

- a. Consist of three Election Officers appointed by the CSC in consultation with the Master;
- b. Be ordinary members of the Student Body who are not members of the incumbent CSC;
- c. Not contest for any position, propose or second any nominee in the elections that they are supervising;
- d. Have a tenure throughout the Elections, By-elections and Co-option process of the CSC;
- e. Liaise directly and independently with the Fellowship in all matters pertaining to the electoral process.

2. The duty of the EC shall be:

- a. To supervise and conduct the Elections, By-elections and Co-option process of the CSC;

- b. This includes, but is not limited to, the releasing of notices, the receiving of nominations, the release of candidates, the conduct of election rallies, the conduct of polls, the counting of votes and the releasing of voting results.

### **Nomination**

3. Any ordinary member of the Student Body may run for Elections as long as he or she is:
  - a. Staying in CAPT for the entire duration of the period of office;
  - b. In good standing<sup>1</sup> in the College.
4. Regulations and procedures with regard to nomination are prescribed in the Election By-Law.

### **Process of Elections**

5. The elections process shall follow the order as prescribed in the Election By-Law.
6. This shall be made known to the Student Body at the start of the elections together with the Notice of Elections.
7. Once the Notice of Elections has been issued, there is strictly no changing of electoral procedure.

### **Filling Vacant Positions**

8. If, by the end of the by-elections, no President has been elected, the newly elected CSC members will appoint a member of the CSC to be the President of the College Students' Committee.
9. For all other vacant positions, the CSC shall have the power to co-opt an ordinary member into office to form a full CSC.

### **Decisions by the EC**

10. In matters pertaining to the Elections that are not provided for in this Constitution or in the Elections By-Law, a decision shall be made by the EC in consultation with the Fellowship. The decision of the EC will be final.

<sup>1</sup> in general, to be taken to mean that the nominee has not conducted himself/herself in a way that is deemed to render him/her unfit to hold office in the CSC. This will normally mean a clean disciplinary record with the College, but if there is uncertainty, the Master will make the final determination of 'in good standing'.



## **Article 6: Meetings**

### **Types of Meetings**

1. There are two types of General Meetings
  - a. Annual General Meeting (AGM)
  - b. Extraordinary General Meeting (EGM)

### **Convening of General Meetings**

2. All General Meetings shall be convened by General Secretary on the instruction of the President.

### **Voting at General Meetings**

3. The method of voting will be by a show of hands.
4. No member shall vote in proxy.
5. Vote shall be won by a simple majority unless otherwise stated in other parts of the Constitution.

### **Chairing of Meetings**

6. All General Meetings shall be chaired by the General Secretary.

### **Annual General Meeting**

7. The AGM shall be the official handing over point of the incumbent CSC to the next CSC. The President shall call for the AGM to be held not later than 54 weeks after the previous AGM.
8. Reports of the outgoing CSC shall be prepared prior to the AGM and be presented to the Student Body during the meeting.
9. The Minutes of the AGM shall be made available to the Student Body no later than 30 days after the Meeting.

### **Notice of AGM**

10. The notice of the AGM shall be posted prominently on the level one lift lobby notice board and on lift lobby notice boards on all levels at least 10 days before the

meeting.

### **Extraordinary General Meetings**

11. The EGM is to be held when the view of all ordinary members of the Student Body is to be sought.
12. The EGM shall be held on the instruction of the President or 7 CSC members.
13. The Student Body can request that the President call for an EGM with 30 unique signatures from ordinary members of the Student Body. Such a request cannot be refused by the President.

### **Notice of EGM**

14. The notice together with a detailed agenda stating the issue for discussion shall be posted prominently on the level one lift lobby notice board and on lift lobby notice boards on all levels at least 3 working days before the meeting.

### **Quorum for General Meetings**

15. The quorum shall comprise 60 ordinary members eligible to vote.
16. If the quorum is not met within half an hour after the time appointed for the meeting has passed, it shall be postponed to a day and time no earlier than 3 days but no later than 7 days. If a quorum is not met again at the postponed meeting, the meeting shall be dissolved.

### **Minutes of General Meetings**

17. Minutes of the General Meetings shall be made available to the Student Body no later than 30 days after the Meeting.

## **Article 7: Amendments to the Constitution**

### **Constitution Working Group**

1. The President, in consultation with the Master, shall set up a Constitution Working Group or CWG as and when deemed necessary to amend the Constitution or introduce or amend By-laws.
2. The CWG shall comprise 3 members of the CSC appointed by the President and

advised by a Fellow appointed by the Master.

3. Any proposed amendment, revision and addition to the Constitution or By-laws must be investigated by the Constitutional Working Group and approved by the CSC and the Master before being presented to the Student Body.

### **Procedure for Amendments**

4. Any amendment to the Constitution or By-laws shall only apply after being adopted at an AGM or at an EGM.
5. The proposed amendment will be posted on the College notice board at the level one lift lobby and on lift lobby notice boards on every floor at least 3 working days before the meeting at which the amendment is to be proposed.

### **Requirement for Passing of Amendment**

6. Amendment(s) shall only be considered as passed if there are at least 60 ordinary members present at the meeting when the vote is taken and at least two thirds have voted in favour of the proposed amendment(s)

## **Article 8: Discipline**

### **Definition of breach of discipline**

1. Disciplinary action may be taken against any member of the CSC or Student Body who has acted contrary to this Constitution, or in the course of his/her duties and responsibilities, has conducted himself/herself in a manner prejudicial to the interest or prestige of the Student Body.

### **Disciplinary Commission**

2. The President may, in response to a formal complaint from a member of the Student Body or the Fellowship, convene a disciplinary commission to investigate a possible breach of discipline.
3. The Disciplinary Commission shall comprise:
  - a. An advisor who is a Fellow nominated by the Master;
  - b. Two members of the Student Body nominated by the Master;
  - c. Two members of the CSC nominated by the President;

- d. The incumbent President or Vice-President as chairperson.
4. In all circumstances, the member under question shall not be a member of the Disciplinary Commission, or be involved in nominating persons to sit on the Commission.
5. The Disciplinary Commission shall produce a report on their findings and recommend a course of action, in consultation with the advising Fellow, which may include:
  - a. Requiring the CSC member to step down;
  - b. Requiring some form of restitution.
6. If the Disciplinary Commission finds that University or College regulations have been breached, they should then refer the case to the Master. The Master may initiate a separate disciplinary process for alleged breaches of College or University regulations.

## **Article 9: Discretionary power of the Master**

1. The Master, on behalf of the University, has discretionary power to
  - a. Provide an exception to any clause in the Constitution to safeguard the best interest of the College;
  - b. Require a member of the CSC who is no longer in good standing to step down and a by-election to be held.