

Constitution
NIE Graduate Student Club (NIEGSC)

Article 1: Name and office

- 1.1. The name of the organization shall be "NIE Graduate Student Club" (NIEGSC), hereinafter referred to as "the Club".
- 1.2. The official place of business of the club shall be at:

National Institute of Education
1 Nanyang Walk
Singapore 637616

Article 2: Validity

- 2.1. This constitution takes immediate effect from the day it is fully validated and approved by the Student Affairs Office (SAO), and shall be valid until such a day when appropriate amendments or new constitution is voted and approved as per Article 9.
- 2.2. The purpose of this constitution is to serve as the legal document delineating the rules, roles and responsibilities of the Graduate Student Club (NIEGSC) in which this constitution is introduced for.

Article 3: Objectives

- 3.1. The Club objectives are:
 - (a) To serve as the official student organisation that seeks to represent the interests of the graduate students in NIE and convey these interests to the Management and University Administration in the best possible manner.
 - (b) To enhance the quality of NIE graduate students' lives on campus by planning and organizing activities and events, which may include academic, social, recreational, educational, and career-related purposes.
 - (c) To foster a meaningful relationship between the graduate student populations in NTU and NIE.

Article 4: Membership

- 4.1. Membership of the Association shall be confined to part-time and full-time graduate students of NIE for whom membership shall be automatic.
- 4.2. Club Members have the right:
 - (a) To nominate and second candidate, stand and vote for the Management Committee Elections.
 - (b) To attend, speak and vote at General Meetings.
 - (c) To participate in activities and use all facilities provided by the Club but are subjected to adhering to any rules, regulations, and capacity limitations for the organized activities/usage of facilities.

Article 5: Management Committee

5.1. Overall administrative authority of the Club shall be vested in the Management Committee (MC), which shall comprise the following office holders, hereinafter referred to as “MC Members”:

- (a) The President;
- (b) The Vice-President (Academic);
- (c) The Vice-President (Welfare);
- (d) The General Secretary;
- (e) The Treasurer;
- (f) The Publicity Director;
- (g) The Academic Director;
- (h) The Recreation Director;

The duties and responsibilities of the various office holders shall be as follows:

(a) President

- i. Shall be the Chairman of the Management Committee.
- ii. Shall preside at all meetings of the Management Committee and have a casting vote when there is an equality of votes.
- iii. Shall have the rights to call for meetings of the Management Committee and the Club.
- iv. Shall, together with the Management Committee, identify the goals, directions, and budget for activities and monitor the developments to ensure that plans are brought to fruition.
- v. Shall be the spokesperson for the Club.
- vi. Shall countersign all payments passed by the Treasurer.
- vii. Shall countersign all bills and policies
- viii. Shall draft an agenda for each meeting
- ix. Shall proofread minutes before the Secretary disseminates them to the adviser and members of the Club.

(b) Vice-President (Academic)

- i. Shall assist the President in the performance of duties relating to the day-to-day running of the Club.
- ii. Shall, in the absence of the President, assume all powers, duties and responsibilities of the President.
- iii. Shall jointly hold the office of the President with the other Vice-President in the event of it falling vacant for any reason, until a new President is elected at an Extraordinary General Meeting convened for that purpose, or at the next Annual General Meeting.

iv. Shall assist the President in overseeing the Academic Director and Secretary.

(c) The Vice-President (Welfare)

- i. Shall assist the President in the performance of the duties relating to the day-to-day running of the Association.
- ii. Shall jointly hold the office of the President with the other Vice-President in the event of it falling vacant for any reason, until a new President is elected at an Extraordinary General Meeting convened for that purpose, or at the next Annual General Meeting.
- iii. Shall assist the President in overseeing the Publicity Director and Recreation Director.
- iv. Shall perform other tasks as delegated by the President

(d) The General Secretary

- i. Shall be the Secretary to all meetings of the Management Committee and the Club.
- ii. Shall take charge of all records and conduct all correspondence of the Club.
- iii. Shall be responsible for convening all Management Committee meetings and the Club's General Meetings.
- iv. Shall keep minutes of all Management Committee and the Club's meetings.
- v. Shall disseminate to all Club Members, minutes of General Meetings through email, within seven days of each meeting.
- vi. Shall record every formal meeting between the Management Committee and Officers of the University.
- vii. Shall maintain a permanent record of all policy decisions made by the Management Committee and the Club.
- viii. Shall make available the records of the Management Committee for the inspection of any Club Member who shall have given at least seven days' notice of intention in writing to inspect the records.
- ix. Shall keep records of all properties and possessions of the Club.
- x. Shall serve as the Personal Data Officer within the Management Committee to oversee the data protection responsibilities of the Club and ensure compliance with the Personal Data Protection Act of Singapore.
- xi. Shall prepare on behalf of the Management Committee, an Annual Report of the Club at the end of its term for presentation at the Annual General Meeting.
- xii. Shall, in the event of the Management Committee ceasing to remain in office before the expiry of its term, prepare and submit on its behalf a report of the Club's activities covering the period of its office, to the General Secretary of the incoming Management Committee within four weeks of the change in office holders.
- xiii. Shall report to Vice President (Academic).

(e) The Treasurer

- i. Shall be responsible for the administration and recording of all financial transactions of the Club.
- ii. Shall prepare the provisional budget of the Club for the duration of the Management Committee's term of office.
- iii. Shall keep all books, records, and documents in connection with the Club's accounts.
- iv. Shall receive all monies due to, and pay all monies due by the Club. Funds received on behalf of the Club shall be credited to the Club's account.
- v. Shall sign all bills of the Club for payment before they are countersigned by the President.
- vi. Shall facilitate in the sourcing of potential sponsors for events.
- vii. Shall oversee and coordinate all purchasing activities of the Club.
- viii. Shall report the financial status of the Club to the Management Committee at least once every three months at Management Committee meetings.
- ix. Shall present, on behalf of the Management Committee, the audited statement of income and expenditure and balance sheet for the preceding financial year at the Annual General Meeting.
- x. May retain in hand for current expenses of the Club, a sum of money not exceeding SGD500.00 (Singapore Dollar Five Hundred) in cash and to deposit the excess of this in a bank account to be jointly opened by the President and the Treasurer.

(f) The Publicity Director

- i. Shall be responsible for the NIEGSC email account and ensuring that all emails are promptly directed to the appropriate committee member for prompt response.
- ii. Shall be responsible for uploading contents, updating and managing all social media platforms that are owned or created by the Club.
- iii. Shall be responsible for maintaining and updating notice boards belonging to, or under the care, of the Club.
- iv. Shall recruit and manage a team of photographers for Club events (if required).
- v. Shall be responsible for designing any publicity materials required by the Club.
- vi. Shall collect information, design and arrange for printing and distribution of any publicity materials required by the Club.
- vii. Shall be responsible for any coordination with the relevant NTU offices and NIE offices with regard to any publicity required by the Club.
- viii. Shall report to Vice President (Welfare).

(g) The Academic Director

- i. Shall coordinate graduate student activity on academic matters.
- ii. Shall work with the NIE GRAD Centre to enhance the learning experience for graduate students.
- iii. Shall report to the Vice President (Academic).

(h) The Recreation Director

- i. Shall promote a vibrant student life for graduate students of NIE through the organization of recreation and cultural activities.
- ii. Shall report to the Vice President (Welfare).

5.2. The Management Committee shall have the following powers:

- (a) To appoint ad-hoc and sub-committees and to assign duties and responsibilities to such committees as it deems necessary.
- (b) To accept the resignation of, and to take disciplinary action including the termination of office and membership, against any Management Committee Member who fails to attend meetings regularly, fulfill responsibilities, or act in ways deemed prejudicial to the Club.
- (c) To authorize publication on behalf of the Club, where such publications shall be consistent with the objectives of the Club.
- (d) To convene meetings of the Club.
- (e) To appoint Management Committee Members from among Club Members to fill any vacant or vacated post by a simple majority vote of the current Management Committee. Appointed members shall have no voting rights on any resolution that is presented at Management Committee meetings.

5.3. The roles of the Management Committee shall be:

- (a) To formulate policies and organize activities which are consistent with the objectives of the Club.
- (b) To maintain and take charge of the properties of the Club.
- (c) To manage and be responsible for the Club's finances.
- (d) To publish an annual report, event coverage, and other publications required in the course of business of the Club.
- (e) To ensure all activities of the Club are subject to and in accordance with the laws of Singapore, including The Societies Act and Personal Data Protection Act.
- (f) Where relevant, seek advice from the appropriate offices of NIE and the University, including, but not limited to, the Graduate Studies Office, the Student Affairs Office, the GRAD Center and the various offices of NIE.

5.4. The Management Committee shall meet as often as the business of the Club may require, or at least conduct three regular Management Committee meetings per semester.

- (a) The General Secretary is responsible for setting the date, time, and location for the meeting (after consultation with the Management Committee), and for informing all MC Members of the meeting at least seven days in advance.
- (b) The President is responsible for setting the agenda for each meeting. MC Members who wish to discuss particular matters should inform the General Secretary at least five

days in advance. The President shall finalise the agenda and the General Secretary shall disseminate it to the MC Members at least three days in advance.

(c) At every meeting, the quorum shall be at least half the current number of MC Members. If fewer than half are present, the meeting shall be rearranged.

(d) Each item on the agenda should be discussed, and the Management Committee should decide on appropriate action(s). All decisions are made on the basis of a vote. Proposed actions are approved if the majority (i.e. more than half) of the attendees is in favor.

Article 6: Elections and Appointment

- 6.1. Election of the Management Committee shall be completed by end of April's first week.
- 6.2. Election of all positions in the Management Committee shall be governed by this Article.
- 6.3. The Elections Committee shall comprise a Returning Officer and two Election Officers appointed from among Club Members. Members of the Elections Committee:
 - (a) shall supervise the elections of the Management Committee.
 - (b) shall be responsible for receiving nominations.
 - (c) shall be responsible for announcing the results of the Election no later than one day after the conclusion of voting.
 - (d) shall not stand for election to be members of the Club's Management Committee.
 - (e) shall not be a proposer or seconder for any candidate's nomination for the Management Committee.
 - (f) shall not campaign or vote for any candidate for the Management Committee.
- 6.4. The Electoral process shall be as follows:
 - (a) Potential candidates shall be nominated and seconded by existing members of the Club. The nominated candidate must agree to the nomination.
 - (b) Online or physical voting shall be conducted by the outgoing Management Committee and supervised by the Election Committee.
 - (c) The candidate shall assume office by winning at least 50% of the total casted votes. The total casted votes for any position must be at least one-third of the total members of the Club.
 - (d) Should there be no dispute, the elected MC members shall assume their positions within one week after the announcement of the results.
 - (e) Vacant positions after the election will be filled by appointment by the incoming Management Committee or by-elections at an Extraordinary General Meeting convened by the outgoing Management Committee.

- 6.5. Should any MC member resign or be removed from office, a member of the Club shall be appointed to fill the vacancy.
- 6.6. MC members shall be elected for a term of twelve months or till the next Election, except to fill a vacancy. The maximum term for the same post shall be twenty-four months except for the post of Treasurer.

Article 7: Finance and Audit

- 7.1. The Financial Year of the Management Committee shall correspond to the Management Committee's term of office.
- 7.2. A report on the Club's financial activity throughout the Financial Year shall be presented by the Treasurer to all Club members in attendance at the Annual General Meeting.

Article 8: Meetings

- 8.1. The Meetings of the Club shall include Annual General Meetings (AGM) and the Extraordinary General Meetings (EGM). The proceedings of all meetings shall be presided by the President or the Vice-president in the President's absence.
- 8.2. A Management Committee Meeting shall be held at least once every two months after five day's prior notice to Committee members. The President may call a Management Committee Meeting at any time by giving three days' prior notice. At least half of the Committee Member must be present for its proceedings to be valid.
- 8.3. Any member of the Management Committee absenting from three meetings consecutively without satisfactory explanations shall cease to be a member of the committee.
- 8.4. The Annual General Meeting shall be held each year at a place, date, and time to be determined by the Management Committee. Notice of the Annual General Meeting shall be sent by the General Secretary to all Club members at least fourteen days in advance.
- 8.5. The agenda of the Annual General Meeting shall include:
 - (a) Report by the outgoing Management Committee on the Club's activities and financial statements in the preceding year.
 - (b) Review and comment on the report from the outgoing Management Committee.
 - (c) Introduction of Incoming Management Committee members.
 - (d) Presentation of work plan and budget by Incoming Management Committee members.
- 8.6. Club members may at any time request for an Extraordinary General Meeting to be convened with no less than one-tenth of the Club members' signatures.

- 8.7. Unless otherwise stated in this Constitution, a motion or resolution at any Meeting shall be carried by a simple majority of members present.
- 8.8. Voting will be either conducted by a show of hands or, subject to the agreement of the majority of the members present, by a secret ballot. In the event of a tie, the person presiding shall have a casting vote.
- 8.9. Every member present shall have one vote. Voting proxy is not permissible.
- 8.10. At all General Meetings, a quorum shall constitute a minimum of one-third of the total Club member or 100 Club members.
- 8.11. In the event of no quorum, the meeting shall be adjourned for half an hour. Should the numbers present be still insufficient to form a quorum, those members present shall be considered a quorum but they shall have no power to make amendments to the existing Constitution.

Article 9: Amendments to the Constitution

- 9.1. This Constitution shall remain in force until a resolution for its amendment.
- 9.2. No amendment to this Constitution shall be made except at a General Meeting and with the consent of two-thirds of the voting members present at the General Meeting, and they shall not come into force without the prior approval of the Director of NTU Students Affairs Office.
- 9.3. The Director of Student Affairs may propose amendments to this Constitution, and the proposed amendments shall be communicated to the General Secretary.

Article 10: Dissolution

- 10.1. The Club shall not be dissolved, except with the consent of at least two-thirds of the Club members at a General Meeting convened for the purpose.
- 10.2. In the event of the Club being dissolved as provided for in Article 10.1, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged, and the remaining funds shall be disposed of in such manner as the General Meeting of members may determine or donated to the Nanyang Technological University Education & Student Life Fund.

Article 11: Prohibitions

- 11.1. Gambling of any kind is forbidden on the Club's premises. The introduction of materials for gambling or drug using and of bad characters into the premises is strictly prohibited.
- 11.2. The funds of the Club shall not be used to pay the fines and/or legal expenses of members who have been convicted in a court of law.

- 11.3. The Club shall not engage in any political activity or allow its funds and/or premises to be used for political purposes.
- 11.4. The Club shall not raise funds from the public for whatever purposes without the prior approval in writing of the Student Affairs Office.

Article 12: Interpretation

- 12.1. In the event of any arising question or matter which is not expressly provided for or there being any ambiguity in this Constitution, the Management Committee shall have the power to exercise its own discretion. The decision of the Committee shall be final unless it is reversed at a General Meeting of members.