



Singapore Student Society

The University of Western Australia
Mailbox 57, UWA Student Guild (M300)
35 Stirling Highway | CRAWLEY WA 6009



CONSTITUTION of the Singapore Students' Society

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1. NAME:

- 1.1. The formal name of the club shall be Singapore Students' Society.
- 1.2. The club may also choose to go by SSS.

2. OBJECTIVES:

- 2.1. To encourage and facilitate:
 - A) The Singapore Students' Society is meant to provide a community for the Singaporean students making it a home away from home at the University of WA;
 - B) To become and remain affiliated to Societies Council.
 - C) To become and remain affiliated to Public Affairs Council
 - D) To encourage and promote cooperation between the Club and other affiliated societies representative of University interests.
 - E) To do all such things as would appear necessary and proper for the benefit or advancement of members of the Club.
- 2.2. The property and income of the society shall be applied solely towards the promotion of the objectives of the club and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith and in the promotion of those objectives.

3. ORDINARY MEMBERSHIP:

- 3.1. Ordinary membership shall be confined to:
 - A) Members of the Guild
 - B) Associates of the Guild
 - C) Honorary Life Associates of the Guild
 - D) Members of the University Senate
 - E) Members of the University Staff
 - F) Students enrolled at the University of Western Australia.
- 3.2. Any potential member that meets the requirements in 3.1 has the right to join the club.

4. ASSOCIATESHIP OF THE CLUB:

- 4.1. The Club in General Meeting may from time to time admit persons to associateship that are, or have been:
 - A) Members of the Guild
 - B) Associates of the Guild
 - C) Honorary Life Associates of the Guild
 - D) Members of the University Senate
 - E) Members of the University Staff
 - F) Students enrolled at the University of Western Australia.

5. SUBSCRIPTIONS:

- 5.1. The annual subscription for ordinary membership shall be an absolute minimum of \$5.



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6. HONORARY LIFE MEMBERS:

- 6.1. The Club may in General Meeting by two-thirds majority of those present and voting confer Honorary Life Membership upon any member who has performed outstanding service to the Club.

7. PRIMACY OF ORDINARY MEMBERS:

- 7.1. Members other than Ordinary Members shall not:
 - A) Be voting members of the Club.
 - B) Nominate candidates for the offices and Committee of the Club.
 - C) Become or remain office bearers of the Club.
 - D) But shall otherwise have all the rights and privileges of ordinary membership.

8. ANNUAL AND SPECIAL MEETING OF THE CLUB:

- 8.1. The Club shall hold its Annual General Meeting in October of each academic year. If required, there shall be a 1 per semester Ordinary General Meeting(s) of the club in each academic semester.
- 8.2. The Committee may at any time call a Special Meeting of the Club.
- 8.3. The Secretary shall forthwith call a Special Meeting upon receiving a written requisition from at least 20 financial ordinary members of the Club, and such a meeting shall be held no later than ten days immediately following receipt of such a requisition.
- 8.4. The Secretary shall forthwith call a Special Meeting of the Committee upon receiving a written requisition from at least five members thereof, and such a Special Meeting shall be held not later than seven days immediately following receipt of requisition.
- 8.5. If the Secretary fails to call the meeting within that time, any one of the members signing the requisition may do so. Any business set out in the requisition shall have priority over all other business.

9. PROVISIONS GOVERNING GENERAL MEETINGS:

- 9.1. The Secretary shall cause written notice of any General Meeting to be posted on the club's social networking platforms, or in SSS mailing services, at least seven days before the date appointed for that meeting.
- 9.2. No General Meeting may be held while a Guild General Meeting is in progress. This shall not apply where written notice of the meeting was given before written notice of the Guild General Meeting. Any such meeting being conducted in contravention thereof shall disband immediately on the order of disciplinary officer of the Guild.
- 9.3. The quorum of the General Meeting shall consist of 10 Financial Ordinary Membership for the time being.
- 9.4. All General Meetings of the Club shall be conducted in accordance with the procedure prescribed in the Standing Rules and Orders of the Guild Council.
- 9.5. The Annual General Meeting of the club must be supervised by at least one Returning Officer who shall:
 - A) Not be contesting the election
 - B) Be elected by the committee before nominations are declared open
 - C) Be confirmed by the members at the General Meeting before conducting the election



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10. PATRON:

- 10.1. The Club may, at the Annual General Meeting, elect a patron who shall, if they indicate their willingness to do so, hold office until the succeeding Annual General Meeting; nominations shall close at that meeting.

11. NOMINATIONS:

- 11.1. At least seven days before the Annual General Meeting, the Secretary shall call for nominations for the Executive Office Bearers and Committee of the Club. Nominations shall close at the commencement of that meeting or earlier if stated in the notice.
- 11.2. Included in the same notice shall be details of the Annual General Meeting.

12. EXECUTIVE OFFICE BEARERS:

- 12.1. The Executive Office Bearers of the Club shall be elected by the Ordinary Members of the Club at the Annual General Meeting and shall consist of, in order of seniority:
 - A) The President
 - B) The Vice President
 - C) The Secretary
 - D) The Treasurer
- 12.2. The Sub-Executive Office Bearer shall be appointed by the incoming Executive Office Bearer of the Club at the Annual General Meeting and shall consist of:
 - A) The Events Director
 - B) The Marketing Director
 - C) The PR Director
- 12.3. These members will be representatives of the appropriate Guild Sub-council/s and Guild Meetings.
- 12.4. Only financial Ordinary Members who are also existing committee members of the Club and members of the Guild shall be eligible for election as Executive Office Bearers.
- 12.5. Election shall be conducted by optional preferential ballot for each office in the order shown above.
- 12.6. A Candidate defeated for one office may stand for any office lower on the list.
- 12.7. The powers and duties of Executive Office Bearers are defined in Sections 21-26.
- 12.8. No Executive Office Bearer can hold more than one position simultaneously.
- 12.9. The Committee in meeting may dismiss an Elected Office-Bearer where, in the opinion of three quarters of the members of the Committee present and voting, that Elected Office-Bearer has:
 - A) Consistently failed adequately to discharge the duties of that position; or
 - B) Been absent from three consecutive Committee Meetings without providing a reasonable explanation; and
 - C) Been given at least seven days' notice of that Committee Meeting; and (d)Been accorded the opportunity to be present and to speak at that Committee Meeting.



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13. THE COMMITTEE:

13.1. The Committee of the Club shall only consist of:

- A) The Executive Office Bearers;
- B) The Sub Executive Office Bearers;
- C) The Ordinary Committee who shall consist of:
 - 1. The Events Team
 - 2. The Marketing Team
 - 3. The Public Relations Team

13.2. The Ordinary Committee will be elected via interviews and discussions conducted by the executive committee.

13.3. The President or his/her elected representative must be present in all discussions and interviews pertaining to the election of new committee members.

13.4. The number of Ordinary members will be subject to the number of members required by each of the respective directors.

14. DURATION OF OFFICE:

14.1. The Executive Office Bearers and the Ordinary Committee members shall remain in office until the next Annual General Meeting.

15. VACANCIES:

15.1. If an Office Bearer resigns or ceases to hold office for any reason the remaining members of the Committee shall forthwith fill the vacancy so created by appointing thereto a member of the Committee from the Ordinary Membership, subject to review at the next General Meeting.

16. COMMITTEE MEETINGS:

16.1. The Committee shall meet, at minimum, once a month, on a date and time that quorum can be formed.

16.2. The Secretary shall cause all members of the Committee to receive seven days' notice before the date fixed for the meeting together with an agenda of the business to be discussed.

17. QUORUM AND PROCEDURE OF COMMITTEE MEETINGS:

17.1. The quorum of the Committee Meeting shall be four of whom at least two shall be Executive Office Bearers.

17.2. All meetings of the Committee shall be conducted in accordance with the procedure prescribed in the Standing Rules and Orders of the Guild Council



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18. POWER OF COMMITTEE:

18.1. Subject to this Constitution, the Committee shall be responsible to the Club in General Meeting for giving effect to the Objectives of the Club as set out in Article 2 and elsewhere in this Constitution and for carrying on its everyday business, and without prejudice to the generality of the foregoing, have the power to:

- A) Acquire and dispose of property; dispose of monies; open banking accounts; and enter into contracts. Unless acting under a special enabling resolution of General Meeting, however, the Committee shall not borrow or raise money or incur debts or liabilities on behalf of or in the name of the Club to a greater amount than five dollars for each and every then existing financial Ordinary Member of the Club.
- B) Make regulations for the orderly and proper management of the affairs of the Club, ensuring that no regulation is inconsistent or repugnant with this Constitution.
- C) Make, alter or repeal By-Laws and impose fines for the breach therefore. All By-Laws and any alterations or amendment therefore shall be subject to ratification by Societies Council and Guild Council before coming into force. The maximum fine imposed may not exceed five dollars.

19. CHAIR:

- 19.1. The President shall have the right to take the Chair at any meeting of the Club or of the Committee.
- 19.2. If the President is absent or does not wish to exercise his right at any meeting, that right shall develop upon the Vice President.
- 19.3. In the event of absence of both the President and the Vice President, or in event of them both not wishing to exercise their right, that meeting shall elect its own Chair.

20. PRESIDENT:

- 20.1. In addition to any provisions set out elsewhere in this Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the President to:
 - A) Coordinate and supervise the work of the Executive Office Bearers, subject to the authority of the Club in General Meeting.
 - B) See that all Office-Bearers are conversant with the Constitution and their respective Duties and Responsibilities
 - C) Generally carry out the policy of the Club.
 - D) Report on the status of the club to the ordinary members at all general meetings.

21. VICE PRESIDENT:

- 21.1. In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the Vice President to assist the President wherever possible.
 - A) Oversee operations of the club.



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22. SECRETARY:

22.1. In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the Secretary:

- A) To record all proceedings of the Club and the Committee in a Club Minute Google drive which they shall cause to be provided for that purpose:
- B) To conduct and keep copies of all correspondence of the Club:
 - 1. To supply the Secretary of the Societies Council before the end of the first academic semester the information required to be recorded in the Guild register of the University societies.
 - 2. To notify the Secretary of the Societies Council within fourteen days of the alterations in the foregoing information.
 - 3. To lodge with the Secretary of the Societies Council a copy of the Constitution and any By-Laws made under its authority.
- C) To notify the Secretary of the Societies Council within fourteen days from the making therefore of any alterations to this Constitution of such By-Laws.
- D) To notify the Secretary of the Societies Council of any apologies at least four days before meetings of the council in each calendar year.
- E) In the event of the Club being de-registered, to present to the Societies Council Secretary within thirty days a duly audited statement of the financial position of the Club together with a copy of the resolution, which may have been passed by the Club as to the disposition of its funds.

23. TREASURER:

23.1. In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the Treasurer:

- A) Keep proper books of account dealing with the property and finances of the Club and to furnish the Committee with such accounts and information relating to the finances and property of the Club as the Committee from time to time require.
- B) Arrange and be responsible for handling of the petty cash and to render an account to each Committee member of all petty cash.
- C) Prepare a financial statement showing all receipts and payments during their term of office, for presentation with auditors report to the Annual General Meeting.
- D) Produce and deliver all necessary books, vouchers and other documents to the persons appointed by the Guild Finance Committee for the purpose of conducting an audit, in so far as such persons may so required.
- E) Prepare necessary forms, and receipts for Societies Council in accordance with Societies Council grant policies.



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24. EVENTS DIRECTOR:

- 24.1. Oversee the overall planning, management and evaluation of event drafted by the events team.
- 24.2. Oversee the welfare of the members of the committee.

25. MARKETING DIRECTOR:

- 25.1. Direct and oversee the performance of the marketing team which manages the promotion of club events and making our presence known via the creation of promotional materials for all our events, handling the social media platforms and photography during the actual events.

26. PUBLIC RELATIONS DIRECTOR:

- 26.1. Direct and oversee the clubs' partnerships/PR team which manages the contractual agreements and obligations to the club's external partners or sponsors.

27. DEPOSITS AND WITHDRAWAL OF MONIES:

- 27.1. All monies due and payable to the Club shall be received by the Treasurer who shall lodge them without undue delay with Guild Finance for the credit of the Club.
- 27.2. Any two members of the Executive may jointly sign cheques and forms of authority for the payment of funds of the Society.
- 27.3. Notwithstanding anything contained herein, no persons shall deposit or withdraw any monies into any account that Guild Council has closed by resolution.

28. PAYMENTS:

- 28.1. No payments shall be made on behalf or in the name of the Club unless it has been authorised by the Executive Office Bearers, in accordance with Article 2.2

29. MAJOR OBLIGATIONS TO GUILD:

- 29.1. The Club shall comply with the Regulation of the Guild, the Rules of the Societies Council, and all other provisions enrolled upon the Guild Statutes book.
- 29.2. All Office Bearers and committee members shall be jointly and severally responsible for such compliance, and shall be deemed liable in the event of noncompliance therewith.



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30. EXPULSION OF MEMBERS:

- 30.1. The Executive Committee may by unanimous vote request any member or associate member to resign from the Club, and in the event shall cause written notification of such request to be served upon the member concerned. If the member requested to resign is an executive member, the vote must be unanimous among all other executive members.
- 30.2. Should such a request prove ineffectual after fourteen days of written notification, the Executive Committee may serve written notice of intended expulsion of the member concerned and should they not have resigned seven days after, the Executive Committee may by unanimous vote expel him or her from the Club; but such expulsion shall be subject to review at the next General Meeting with the member present and to be heard.
- 30.3. Ordinary Committee members who fail to attend three or more meetings without a valid reason will be expelled.
- 30.4. A person who has been expelled or has resigned their membership may not reapply for membership for the period of one year.

31. AVAILABILITY OF CONSTITUTION:

- 31.1. The Committee shall make this Constitution available on request to all Ordinary Members

32. INTERPRETATION:

- 32.1. Subject to any provisions enrolled upon the Guild Statutes book and to any resolution passed by Guild Council, or the Societies Council, the President shall have the power to interpret the meaning of any of the provisions contained in the Constitution, but the determining decision in case of doubt shall rest with the Club in General Meeting

33. AMENDMENT OF THIS CONSTITUTION:

- 33.1. Any two financial Ordinary Members of the Club may not less than three days before the day appointed for the next General Meeting submit to the Secretary a notice of motion signed by them proposing an alteration to this Constitution. This shall be posted on notice boards forthwith.
- 33.2. The motion may then be considered by the Club at its next meeting and amendments that are relevant to the subject matter thereof may be moved without notice.
- 33.3. The motion of any amendment thereto shall not be deemed adopted unless it receives a two-thirds majority of the members present and voting.
- 33.4. The motion as adopted with any amendments shall come into force upon receiving the approval of the Societies Council.



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34. DISSOLUTION OF THE CLUB

- 34.1. If upon the dissolution of the club, any property of the club remains after satisfaction of the debts and liabilities of the club that property shall be distributed to another association or club affiliated to the Societies Council which has similar objectives to those of the club, and which association shall be determined by resolution of the members.