



The Constitution

1. Name

1.1. The society shall be called the Singapore Students' Society of Manchester, hereinafter referred to as 'society'.

2. Aims and Objectives

2.1 To foster a deeper sense of national identity amongst Singaporeans in Manchester and nearby areas.

2.2 To project the Singaporean image and to familiarise other students with Singaporean culture.

2.3 To cultivate greater awareness of the social, economic and political problems Singapore faces.

2.4 To promote friendship amongst members and to cater for their common interest by means of regular social activities.

2.5 To cater to the welfare of members, particularly those new in Manchester.

2.6 To work closely with similar societies and other interested organisations towards the achievement of the above aims.

3. Membership

3.1 Full membership of the society is open to all Singaporeans and to all those interested in promoting the aims of the society.

4. Committee

4.1 Committee consists of the following:

- 1 x President
- 1 x Vice-President
- 1 x General Secretary
- 1 x Treasurer
- 1 x Sports Secretary
- 2 x Social Secretary
- 2 x Publicity Secretary



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1 x Webmaster

1 x Chief Editor

4.2 The President shall be responsible for all activities of the society.

4.3 The Vice-President shall be responsible for the general welfare of the members.

4.4 The General Secretary shall be responsible for the administration of the society. The General Secretary shall be in charge of the society's mailing duties and upkeep of membership database.

4.5 One Treasurer will be elected

4.5.1 The Treasurer shall be responsible for the main accounts of the society with the Bank. In addition, the Treasurer will be liable to the Union regarding all financial matters.

4.6 The Sports Secretary shall be responsible for the organisation of sports activities of the society.

4.7 The Social Secretary shall be responsible for the co-ordination of the social activities of the society.

4.8 The Publicity Secretary shall be responsible for the circulation of information and news regarding the society and assist the Treasurer in attaining sponsorships for the society's events.

4.8.1 A Chief Publicity Secretary shall be elected from the two Publicity Secretaries, with the agreement of the new committee, by the second committee meeting. He or she will be fully answerable for all the publicity work pertaining to the two Secretaries.

4.9 The webmaster shall be responsible for

4.9.1 Circulation of information and news regarding the society via the Internet.

4.9.2 Maintaining and updating of all the society's computer and Internet resources on a regular basis.

4.9.3 Mailing duties of the Society shall be given to the General Secretary.

4.9.4 The Webmasters shall co-ordinate with the Chief Editor and the Publicity Secretaries to come up with on-line information regarding the society.



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4.9.5 In the event where the position of the webmaster is vacant, the responsibilities of the said webmaster will be assumed by the publicity secretary

4.10 The Chief Editor shall be responsible for the selection of the editorial team and the publication of a minimum of 5 (five) issues of the newsletter (Lion's Roar) and the Freshers' Booklet (in Singapore) during the term of service.

4.10.1 In the event where the position of Chief editor is vacant, the social secretary shall assume the responsibility of the publication of the Freshers' booklet (in Singapore) during the term of service only.

4.10.2 If there are any amendments to the Constitution, the General Secretary will be responsible for all matters relating to this.

4.11 The 'term of service' herein refers to the duration from which a member is elected to a committee position, to the time the member abdicates his/her appointment.

4.12 The committee of the society shall be elected at the Annual General Meeting.

4.13 The posts of President, Vice-President, General Secretary and Treasurer shall be held only by Singaporeans.

4.13.1 The Presidents, Vice-President, General Secretary and the Treasurer make up the four member Executive within the committee.

4.13.2 All members of the Executive within the committee must not hold posts in the committee of any other societies.

4.14 At least two-thirds of the committee shall be Singaporeans.

4.15 Two society members will be elected as auditors in the AGM. They will be responsible for auditing the society's accounts and assist the society in an Advisory (consultative) role. Auditors are not considered as members of the Main Committee. They must be able to complete their term of office.

4.16 Committee members who are organising the Society trips can be subsidised one-third of the transport cost.

4.17 The titular role of the committee member is not limiting and does not confine the committee member to his or her specific area of responsibility. Any secondary responsibility will be assigned by the President.

4.18 The in-coming committee will prepare a draft budget proposal and work



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schedule by the end of the first month of office.

4.19 The President, with the written agreement of the Executive Committee, has the full authority to seek the resignation of any committee or society member.

4.19.1 The Student Union, International Office, Contact Singapore and all society members will be formally informed of any resignation of a society or committee member.

4.20 In the event that the position remains vacant, the previous committee member will continue assuming the role.

4.20.1 The President will appoint a society member to a vacant committee position upon recommendation of the Executive Committee. Decision can be challenged via calling of an EGM.

5. Meetings

5.1 The AGM shall be convened towards the end of the Michaelmas term for the purpose of electing the next committee, who shall assume duties immediately after the election.

5.1.1 The society's audited accounts will be presented in the AGM.

5.2 An EGM may be convened:

5.2.1 by the decision of the committee or

5.2.2 at the written request of at least 20% of the membership to the General Secretary within 30 days of request.

5.2.3 for the purpose of challenging the position of any committee member whereby a vote of confidence will be taken, or

5.2.4 to raise any urgent society issue.

5.3 The quorum of any general meeting shall be one-third or 50 members, whichever is lesser.

5.3.1 In the event where the quorum falls below 50 members, non-paying members who have not served as Committee Members in the Singapore Students Society of Manchester, and who have been conferred discretionary membership status by the President, will be allowed to vote.



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5.4 Regardless of the number of candidates running for the position, a candidate must secure more votes than the total number of abstained votes in order to be elected into office.

5.4.1 In the event where there is only an individual running for a position, the candidate must secure at least two-thirds or more of all eligible votes

5.5 The accounts of the society shall be presented at the AGM and shall be audited annually by two independent members who shall conduct interim audits of the accounts or at the end of each academic term.

5.6 At least seven term days' notice must be given for any general meeting.

5.7 Procedure of general meetings shall follow the standing orders of the University of Manchester Students' Union.

5.8 Non-members can only attend general meetings on the invitation of the committee and they shall

5.8.1 have no voting right during the election.

5.8.2 play the role of an observer and can only comment on the invitation of the President

5.8.3 Be segregated and allocated seats on a distinct area that is away from members.

5.9 Non-members attending general meetings can be asked to leave if the clause 5.7 is violated.

6. Amendments to the Constitution

6.1 The constitution may be amended by, and only by, a two-third majority of those present at the general meeting.

7. Legal Proceedings

7.1 The Honorary Treasurer of the society is authorised to sue and may, if he or she so consents in writing, be sued in a representative capacity on the behalf of the society.

8. Property

8.1 Upon dissolution of the society, the solvency of the society's property shall be decided by the members at the general meeting.



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9. Finance

9.1 Changes in the society membership fee will be reviewed annually by the incumbent committee.

9.2 Accounts shall be audited annually by two elected Auditors who shall conduct interim audits of the accounts or at the end of each academic term.

9.2.1 Information disclosed to Auditors during audits are confidential.

10. Public Relations

10.1 Public relations matters (official society statements and responses to complaints or specific queries) are to be directed and answered by a committee member appointed by the President.

10.2 The society shall, when administering with external agencies or publicising its activities, adhere to the regulations stipulated in the society's Corporate Identity.

11. Recognition for Service Rendered

11.1 A Certificate of Appreciation will be awarded to a committee member who completes his or her term of service.

A Referral Letter will be made available by the President and endorsed by the First Secretary of Education to each out-going committee member. Contents of the letter detail the level of participation of the committee member, including the activities organised, responsibilities undertaken, etc.