
CONSTITUTION

NUSS
The Graduate Club

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2. Reprint: July 1978
Incorporating amendments passed at the Annual General Meetings of 25th March 1977 and 17th March 1978
3. Reprint: December 1983
Incorporating amendments passed at the Annual General Meetings of 31st March 1981 and 31st March 1983
4. Reprint: June 1985
Incorporating amendments passed at the Annual General Meeting of 29th March 1985
5. Reprint: June 1990
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6. Reprint: June 1996
Incorporating amendments passed at the Special General Meeting of 24th November 1995
7. Reprint: September 2005
Incorporating amendments passed at the Special General Meeting of 16th October 2003 and Annual General Meeting of 29th April 2005
8. Reprint: January 2007
Incorporating amendments passed at the Special General Meeting of 2nd March 2006
9. Reprint: March 2009
Incorporating amendments passed at the Special General Meeting of 15th January 2009
10. Reprint: January 2011
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11. Reprint: January 2012
Incorporating amendments passed at the Annual General Meeting of 29th April 2011 and General Meeting of 6th October 2011
12. Reprint: August 2012
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Incorporating amendments passed at the Annual General Meeting of 28th April 2016



CONSTITUTION

CONTENTS

ARTICLE		PAGE
PRELIMINARY		
1.	Name	1
2.	Objects	1
3.	Emblem and Colours	1
4.	Patron	1
MEMBERS		
5.	Classes of Members	2
6.	Honorary Members	2
7.	Senior Members	2
8.	Life Members	2
9.	Ordinary Members	3
10.	Associate Members	3
11.	Term Members	3-4
12.	Overseas Members	4
13.	Corporate Members	4-5
14.	Transferability of Membership	5-6
15.	Eligibility	6
16.	Rights / Restrictions on Classes of Membership Privileges	6
ADMISSION		
17.	Application for and Acceptance of Membership	6-7
18.	Candidates Awaiting Election	7
19.	Absent Status	7-8
20.	Resignation and Re-election	8
21.	Members Adjudged Bankrupt	8
22.	Mediation and Disciplinary Sub-Committee Hearings	8-11
23.	Review / Appeal against Decision of the Disciplinary Sub-Committee	11-12
24.	Effect of Ceasing to be a Member	12

MANAGEMENT

25.	Management of Society	12
26.	Election of Committee	13
27.	Procedure at Committee meetings	13-14
28.	Powers of Committee	14-15
29.	Duties of Officers	15-16
30.	Attendance of Committee Members at Meetings	16-17
31.	Members' Addresses	17

FINANCE

32.	Society's Accounts	17
33.	Entrance Fees and Subscriptions	17-18
34.	Proposer's Liability	18
35.	Members' Accounts	18-19

USAGE

36.	Proper Use of the Society	19
37.	Guests	19
38.	Destruction and Removal of Society's Property	19
39.	Borrowing by Members	19

GENERAL MEETINGS

40.	Annual General Meeting	19-20
41.	Preliminaries to Annual General Meeting	20
42.	General Meeting	20-21
43.	Quorum and Procedure at General Meeting	21-22

MISCELLANEOUS

44.	Acquisition and Disposal of Property	22
45.	Liability of Society	23
46.	Amendments to the Constitution	23
47.	Dissolution of Society	23-24
48.	General	24-25
49.	Interpretation	25

THE NATIONAL UNIVERSITY OF SINGAPORE SOCIETY

CONSTITUTION

1. NAME

- (1) The name of the Society shall be “The National University of Singapore Society”.
- (2) The registered office of the Society shall be at No. 9 Kent Ridge Drive, Singapore 119241 or such other place as the Committee may from time to time decide and approved by the Registrar of Societies.

2. OBJECTS

The objects of the Society are:

- (1) To promote the interests and development of the National University of Singapore.
- (2) To promote the interests of members of the Society.
- (3) To provide opportunities for members of the Society and graduates of other Universities to meet one another and provide facilities for academic, social, cultural, sports, recreational and political activities among members.
- (4) To promote the raising of the social and cultural level of the people of the Republic of Singapore and to examine any local problems and topics of local interest.
- (5) To publish papers, journals and other materials in furtherance of the above objects and to diffuse informed opinion to the widest extent.

3. EMBLEM AND COLOURS

The Society’s emblem shall as far as possible incorporate the coat of arms of the National University of Singapore. The Society’s colours shall be blue and gold.

4. PATRON

The Society may invite a person of distinction to be the Patron of the Society.

5. CLASSES OF MEMBERS

- (1) The Society shall consist of members of the following classes:
 - a. Honorary Members
 - b. Senior Members
 - c. Life Members
 - d. Ordinary Members
 - e. Associate Members
 - f. Term Members
 - g. Overseas Members
 - h. Corporate Members
- (2) The Committee shall have the power to restrict the number of members of any or all classes and may also close the membership of the Society whenever the Committee shall deem necessary.
- (3) The Committee may from time to time create such other class of members, and impose such fees as may be prescribed from time to time, and, subject to Article 16, accord such privileges and impose such restrictions on members within such class, as it deems appropriate.

6. HONORARY MEMBERS

Honorary Membership may be conferred by the Committee on persons distinguished in public life or by service to the National University of Singapore or to its predecessors or to the Society. Honorary Members shall not be required to pay any entrance fee or subscription.

7. SENIOR MEMBERS

An Ordinary or Associate Member who has been a member of the Society for a continuous period of 15 years and who has contributed significantly to the progress and advancement of the Society may, at the sole discretion of the Committee, be placed on the Register of Senior Members and thereafter continue to be a member of the Society without payment of any subscription or by paying a reduced subscription on such terms and conditions as decided by the Committee from time to time.

8. LIFE MEMBERS

An Ordinary or Associate Member who has attained 60 years of age and has been a member of the Society for a continuous period of 25 years and is not in arrears of any monies due to the Society shall be placed on the Register of Life Members and thereafter continue to be a member of the Society without payment of subscription or by paying a reduced subscription on such terms and conditions as may be decided by the Committee from time to time.

9. ORDINARY MEMBERS

All persons who are on the Register of Graduates of or who have successfully completed any postgraduate degree from the National University of Singapore shall be eligible for Ordinary membership.

10. ASSOCIATE MEMBERS

Associate Membership shall be open to:

- (1) Graduates of other recognised Universities.
- (2) Persons who in the unanimous opinion of the Committee have recognised academic or professional qualifications which render them suitable to be Associate Members.
- (3) Persons who in the unanimous opinion of the Committee would contribute to and further the objects of the Society and have accordingly applied for or been invited by the Committee to become Associate Members.

II. TERM MEMBERS

A. Non-citizen and Non-Permanent Resident

- (1) Persons who would qualify for admission as Ordinary or Associate Members under Article 9 or 10, may be eligible for Term Membership provided that at the time of application they are not Singapore citizens or permanent residents.
- (2) Term Membership shall be available and renewable on a year to year basis upon payment of an annual fee as may be determined by the Committee from time to time.
- (3) The maximum period of Term Membership shall be 3 years.
- (4) Term Members may upon expiry of the 3 year period or at any time during the 3 years opt to convert to Ordinary or Associate Membership under Article 9 or 10 by paying:
 - a. the difference between the amount paid in Term Membership fees and the rate of entrance fees at the time of conversion; and
 - b. a one-time conversion fee as may be determined by the Committee from time to time.
- (5) Term Members shall maintain a credit deposit and pay subscription at such rates as may be determined by the Committee from time to time.

B. Citizen and Permanent Resident

- (1) Persons who have not been members of the Society but who would qualify for admission as Ordinary or Associate Members under Article 9 or 10, and having attained the age of 62 (sixty-two) years may apply to the Committee and the Committee at its sole discretion may admit such person as a Term Member for a period of 10 (ten) years from the date of admission.
- (2) A Term Member will be required to pay a non-refundable entrance fee, the amount to be decided by the Committee from time to time; and subscription fee, the amount to be decided by the Committee from time to time.
- (3) Term Membership may be renewable at the sole discretion of the Committee on such terms and conditions as may be decided by the Committee.

12. OVERSEAS MEMBERS

- (1) Persons who qualify for admission as Ordinary Members under Article 9, shall be eligible for Overseas Membership on a reduced entrance fee as may be determined by the Committee from time to time; provided that at the time of application they are ordinarily resident overseas.
- (2) Overseas Members may be required to pay subscription at such rates as may be determined by the Committee from time to time.
- (3) Overseas Members visiting Singapore shall be eligible to use the facilities of the Society upon payment of the prevailing monthly subscription for the duration of their visit.
- (4) Overseas Members who return to Singapore for employment or residence for a continuous period exceeding one year shall be required to pay additional entrance fee or convert to Ordinary Membership on such terms as the Committee may from time to time decide.

13. CORPORATE MEMBERS

- (1) Corporate Membership shall be open to any corporation or business entity registered or carrying on business in Singapore.
- (2) Each Corporate Member shall nominate a number of person(s) employed by such member, as determined by the Committee from time to time, as corporate nominee(s).

- (3) A Corporate Member may by notice in writing, terminate the nomination of any nominee and pay a transfer fee of such sum as may be determined by the Management Committee from time to time, and nominate another qualified individual who is employed by the Corporate Member as a substitute nominee.
- (4) All nominees must qualify to be an Ordinary Member or an Associate Member as set out in Article 9 and Article 10 respectively and shall be subject to acceptance by the Committee in the manner set out in Article 15.
- (5) A Corporate Member may transfer its membership to another corporation as defined in (1) above, with the prior written consent of the Committee and upon payment of a transfer fee as may be determined by the Committee from time to time.
- (6) Each Corporate Member shall be responsible for the conduct and behaviour of its nominees and be liable for the payment of all entrance fees, subscription fees, transfer fees if applicable, and any other monies due on the accounts of its nominees and in respect of its membership.

14. TRANSFERABILITY OF MEMBERSHIP

- (1) Ordinary Members, Associate Members, Ordinary Members who have become Life Members or Senior Members and Associate Members who have become Life Members or Senior Members, may transfer their membership to persons who qualify to be an Ordinary Member or an Associate Member as set out in Article 9 and Article 10 of the Constitution respectively.
- (2) Membership may not be transferred to former members who have either resigned or have been deleted or expelled.
- (3) Members under complaint and due for Disciplinary Sub-Committee hearings or suspended as a result of which, may not be eligible to transfer their membership during the period of their hearing or suspension. Notwithstanding the foregoing, the Committee may, in its sole discretion, approve applications for transfer of membership, provided the member has paid up all monies due to the Society at the time that such application is submitted.
- (4) All persons to whom membership is to be transferred shall be subject to acceptance by the Committee in the manner set out in Article 15.

- (5) Upon the Committee's acceptance of the transfer, the transferor shall be required to pay a prescribed transfer fee which the Committee may from time to time determine but which unless approved at a general meeting, shall not fall below \$2,000.
- (6) Members joining at a concessionary entrance fee as approved by the general meeting, or who were reinstated as Members, shall not be permitted to transfer their membership within a specific period of time, to be determined from time to time by the Committee.

15. ELIGIBILITY

Except with the written consent of the Committee, no person:-

- (1) who is below the age of 21 years shall be a member;
- (2) who has been expelled from the Society or ceased to be a member under any of these Articles, except by virtue of the member's resignation, shall be re-elected a member;
- (3) whose election was declared null and void or whose previous nomination was withdrawn or lapsed shall be elected a member.

16. RIGHTS / RESTRICTIONS ON CLASSES OF MEMBERSHIP PRIVILEGES

No member other than Ordinary Members and Ordinary Members who have become Life Members or Senior Members shall be qualified to:

- (1) be officers of or members of the Committee unless co-opted by the Committee;
- (2) vote, or to move or second resolutions; or
- (3) nominate members for election to the Committee.

17. APPLICATION FOR AND ACCEPTANCE OF MEMBERSHIP

- (1) The Committee may, at its sole discretion, require an applicant to be proposed by a member of the Committee.
- (2) The candidate shall furnish such proof of eligibility for membership as may be required by the Committee at its sole discretion.
- (3) Acceptance of membership shall be at the sole discretion of the Society.
- (4) When an application for membership has been accepted by the Committee the candidate on so being informed shall become a candidate awaiting election.

- (5) The name of the candidate for membership together with such particulars as may be required by the Committee shall as far as practicable be posted on the Notice Board of the Society.
- (6) To be elected, a candidate awaiting election must secure the votes of at least two thirds of the Committee present and voting at the meeting.
- (7) The candidate and proposer, if any, shall be informed in writing as soon as practicable whether the candidate has been elected.
- (8) Upon election the name and address of the member shall be entered into the Register of Members.

18. CANDIDATES AWAITING ELECTION

A candidate awaiting election shall only be entitled to such privileges of membership as may be determined by the Committee from time to time.

19. ABSENT STATUS

- (1) A member who intends to leave Singapore for a continuous period of more than six months but not exceeding thirty six months may apply in writing to the Honorary Secretary to be placed as an Absent Member. If such member wishes to extend the Absent Member status, the member shall apply in writing and the Committee, may at its sole discretion, approve such application.
- (2) An application must be submitted at least thirty days prior to the intended period of absence and must be accompanied by documentary proof of the appropriate period of absence.
- (3) The Committee may, at its sole discretion, approve such application provided the member has paid up all monies due to the Society at the time that such application is submitted.
- (4) The Committee may charge the member an administration fee as determined from time to time.
- (5) An Absent Member shall be required to pay one third of the prevailing subscription fee for the full period of absence or at such rate as the Committee may decide from time to time.
- (6) Absent Members returning to Singapore shall notify the Honorary Secretary in writing immediately upon return and the member shall resume payment of subscription at the prevailing monthly rate. The member may be required to submit documentary proof of his date of return to Singapore.

- (7) An Absent Member may utilise the facilities or participate in the activities of the Society for a period not exceeding 30 days in a year or such period as the Committee may decide from time to time.
- (8) An Absent Member shall be deemed to have returned to Singapore and shall be liable to resume payment of normal subscriptions upon the expiry of the period of absence for which approval was originally granted unless the member applies in writing to the Honorary Secretary and is granted approval of extension of Absent Membership in accordance with Article 19(1).
- (9) Absent Members shall at all times keep the Society informed in writing of changes in the member's correspondence address, failing which correspondence delivered to the member's last known address shall be deemed to be valid.
- (10) The Society shall not be obliged to communicate with the member or extend any of the privileges of the Society whilst the member is not in Singapore.

20. RESIGNATION AND RE-ELECTION

Any member may resign by giving to the Honorary Secretary notice in writing to that effect but such member shall pay all debts due to the Society including the subscription due for the month in which such notice is given. Having discharged all liabilities to the Society and wishing to rejoin the member may be re-elected and the Committee may in its discretion waive the entrance fee or any part thereof.

21. MEMBERS ADJUDGED BANKRUPT

If any member is adjudged a bankrupt, or makes a composition or arrangement with creditors under the provisions of any Act, the Committee may withdraw any or all privileges which the member would otherwise be entitled to and also the membership of the Society, but the Committee shall have power in its discretion to reinstate such person without any payment of the entrance fee.

22. MEDIATION AND DISCIPLINARY SUB-COMMITTEE HEARINGS

- (1) The Committee may, upon receipt of a complaint made against a member, refer the complaint to a Sub-Committee (hereinafter referred to as "the Disciplinary Sub-Committee") before referring the matter to Committee.

- (2) There shall be at least five members appointed by the Committee to sit as panel members of the Disciplinary Sub-Committee. At all times for the purpose of a hearing conducted by the Disciplinary Sub-Committee, there must be at least three members of the Disciplinary Sub-Committee conducting the said hearing. The member or party involved may engage legal counsel at the said hearing.
- (3) Upon receipt of a complaint referred by the Committee, the Chairperson of the Disciplinary Sub-Committee (or in the Chairperson's absence, the Deputy Chairperson) may, in the Chairperson's discretion, appoint a member from the Society's Panel of Mediators to act as a mediator who shall attempt to mediate between the members or parties involved in order to resolve the disputes or differences that have arisen in the complaint. The appointed mediator shall have the power to require the members or parties involved (including any employees of the Society) to attend before the mediator for the mediation process. For the avoidance of doubt, this shall not amount to any obligation on the part of any member or party involved to attempt mediation or to agree to mediation as a means of resolving their disputes or differences. The appointed mediator shall report the outcome of the mediation to the Chairperson of the Disciplinary Sub-Committee, who shall in turn inform the Committee of the same if the said mediation is successful or proceed to convene a hearing of the complaint in accordance with this Article.
- (4) In the event that the mediation fails for any reasons whatsoever or in the event that the Chairperson (or the Deputy Chairperson, as the case may be) of the Disciplinary Sub-Committee, in the Chairperson's discretion, deems that the mediation shall not be appropriate for the resolution of the disputes or differences that have arisen in the complaint; the Disciplinary Sub-Committee shall convene a hearing to consider and decide on the complaint. The Disciplinary Sub-Committee shall give all members or parties involved a minimum of 21 days' notice in writing to attend the said hearing. In this notice to the member who is the subject of the complaint, sufficient particulars of the complaint shall be provided to the said member who shall be given sufficient opportunity to reply to the issues in the complaint in writing prior to the said hearing. If any member or party refuses or fails to attend the said hearing, the Disciplinary Sub-Committee may nevertheless proceed with the proceedings of the hearing in the absence of such member or party. For the avoidance of doubt, the Disciplinary Sub-

Committee shall have the powers to determine the manner of conduct of the hearing including but not limited to the power to postpone or adjourn the hearing if it deems fit to do so.

- (5) The Disciplinary Sub-Committee may in its discretion suspend all or any of the privileges of a member who is the subject of the complaint for such period as it deems fit or until the hearing has been held and duly decided, whichever is earlier.
- (6) At the conclusion of the hearing held to decide on the complaint, the Disciplinary Sub-Committee shall decide whether the member involved has infringed or broken any provision of the Articles of the Constitution or the Regulations of the Society, or has acted in a manner prejudicial to the interest or the good name of the Society. The Disciplinary Sub-Committee shall have the power to:-
 - i. Expel such member from the membership of the Society if such member has, in its opinion, acted or conducted in such manner rendering such member unfit for membership in the Society;
 - ii. Suspend all or any of the privileges of such member for any period not more than one year from the date of such decision;
 - iii. Impose on such member a fine not exceeding the amount of S\$1000.00;
 - iv. Give written and/or oral warnings to such member in respect of such member's conduct or action in the complaint;
 - v. Dismiss the complaint made against such member on such terms as it deems fit; and
 - vi. Make any other order as it deems just and equitable to do so in the circumstances.
- (7) The Disciplinary Sub-Committee shall as soon as it reaches the decision as mentioned in the preceding provision inform the Committee of its decision. Subject to Article 22(8), the Committee shall direct the Honorary Secretary to inform the members or parties involved of the decision of the Disciplinary Sub-Committee in writing. For the avoidance of doubt, the Committee shall have the power to publish the outcome of the hearing to the members of the Society in any media of communications.
- (8) Notwithstanding anything in this Article or any other articles, the Committee shall have the power to review and alter any

decision of the Disciplinary Sub-Committee as mentioned in Article 22(6). For the purpose of such review, the Committee shall have the power to review all documents of the proceedings and may in its discretion require such evidence as it deems fit. Upon completion of such review, the Committee shall inform the Disciplinary Sub-Committee of its decision and shall proceed to notify the members or parties involved of the decision in writing accordingly.

- (9) Notwithstanding anything in this Article, the Committee shall have the power to hear and decide on any complaint without referring the complaint to the Disciplinary Sub-Committee. In this regard, the Committee may exercise all or any of the powers of the Disciplinary Sub-Committee as stated in this Article.

23. REVIEW / APPEAL AGAINST DECISION OF THE DISCIPLINARY SUB-COMMITTEE

- (1) Any member who is dissatisfied with the decision and/or the penalty imposed by the Disciplinary Sub-Committee in the preceding Article shall have the right, within twenty-one days of the posting of the decision, to appeal to the Committee in writing to reconsider the decision and/or penalty decided by the Disciplinary Sub-Committee. Such members may in the discretion of the Committee, be given an opportunity to attend before the Committee (which shall not comprise of any member of the Disciplinary Sub-Committee for this purpose) to make oral representations in support of such appeal. Such member may engage legal counsel at the said review/appeal hearing.
- (2) The Committee shall, upon reviewing and/or hearing the representations of such member, have the power to make all or any of the following orders:-
- i. Dismiss the appeal;
 - ii. Vary, add or remove all or any of the penalties imposed;
 - iii. Reconvene and conduct the entire hearing of the complaint; and
 - iv. Make such order as it deems just and equitable to do so in the circumstances.
- (3) In the event that the initial hearing under Article 22 was conducted by the Committee, the member who is dissatisfied with the decision and/or penalty imposed by the Committee shall have the right within twenty-one days of posting of the decision to submit a written appeal to the Committee to reconsider its decision. The Committee

may after consideration of such appeal make any of the orders as mentioned in the preceding sub-Article.

- (4) Subject to Article 42(2), the decision of the Committee in this Article shall be final and binding on all members.

24. EFFECT OF CEASING TO BE A MEMBER

Any person shall, upon ceasing to be a member of the Society, forfeit all rights, privileges and claims against the Society, but shall continue to be liable to the Society for any outstanding debts.

25. MANAGEMENT OF SOCIETY

- (1) The Society shall be managed by a Committee consisting of:-

- (a) The President
- (b) The Vice-President
- (c) The Honorary Secretary
- (d) The Honorary Assistant Secretary
- (e) The Honorary Treasurer
- (f) The Honorary Assistant Treasurer
- (g) 10 other members
- (h) Subject to Article 25(5) the immediate past President

- (2) There shall be 16 elected members of the Committee who, subject as hereinafter provided, shall be elected at Annual General Meetings of the Society.
- (3) If only so many candidates are nominated for election to the Society as are required to be elected those candidates shall be deemed to be elected; if fewer, the candidates shall be deemed to have been elected and they together with the immediate past President of the Society and the continuing elected members of the Committee shall, subject to Article 26(3), appoint further members to complete the required number to satisfy the requirements of paragraph (2) herein. The members so appointed shall be deemed to have been elected at the Annual General Meeting.
- (4) The Committee may co-opt up to three members including Honorary Members and Associate Members to sit on the Committee, and such members shall hold office until the Annual General Meeting following their co-option. Such co-opted members shall not have a vote at meetings of the Committee and shall not be deemed to be members of the Committee.
- (5) The immediate past President shall hold office in the Committee for one year.

26. ELECTION OF COMMITTEE

- (1) At any one Annual General Meeting, eight members shall be elected to the Committee and they shall hold office until the second Annual General Meeting following their election.
- (2) They shall be proposed and seconded on the prescribed forms and such forms must be signed by the candidate for election as signifying that candidate's willingness and eligibility to accept office but the Committee may in special circumstances waive this requirement. Nominations must be received by the Honorary Secretary not less than 5 clear days before the date of the Annual General Meeting and the names of those nominated shall be posted on the Notice Board not less than 3 clear days before the date of the Annual General Meeting.
- (3) Election shall be by ballot when the nominations exceed the required number and in the event of election by ballot of the eight members of the Committee referred to in Article 26(1) votes cast by a member for less than five or more than eight of the nominees shall be deemed to be invalid. If insufficient nominations are received the members present at the Annual General Meeting shall be entitled to propose, second and elect such further members of the Committee as are necessary to complete the required number.
- (4) No person shall be eligible for election to the Committee unless the person has been a Life or Ordinary Member for at least one year preceding the date of the election.
- (5) The President, Vice-President, Honorary Secretary, Honorary Assistant Secretary, Honorary Treasurer and Honorary Assistant Treasurer shall be the Officers of the Society and they shall be elected by the Committee from amongst the Committee members.
- (6) In the event of any casual vacancy arising in respect of any of the offices stated in paragraph (5) herein, the Committee shall at its next meeting or as soon as may be thereafter elect one of the Committee members to fill the vacancy.
- (7) The Committee shall have power to appoint an Ordinary Member to fill any casual vacancy on the Committee. The member appointed to fill such vacancy shall hold office for the duration of the term of the member that is being replaced.

27. PROCEDURE AT COMMITTEE MEETINGS

- (1) Eight members of the Committee shall form quorum.

- (2) The President, or in the absence of the President, the Vice-President, shall chair at meetings of the Committee. In the absence of both the President and the Vice-President the Committee members present shall elect one of their number to preside.
- (3) If votes for and against a motion are equal the Chairperson of the Meeting shall have a second or casting vote.
- (4) The Committee shall meet at least once in two months to examine the Accounts and discuss and carry out decisions affecting the affairs of the Society. Minutes shall be kept of all the proceedings of the Committee and shall be open to the inspection of any member of the Society on at least one week's written notice to the Honorary Secretary.

28. POWERS OF COMMITTEE

- (1) The Committee may from time to time, raise or borrow, for the purposes of the Society, such sums of money as they think proper, and they may raise or secure the payment of such monies in such manner and upon terms and conditions in all respects as they think fit and provided that where any question arises involving either the raising or borrowing of money or the incurring of any capital expenditure by the Society of more than \$200,000.00 for any one project, then that question and any other question arising out of the same or incidental thereto shall be decided by a majority vote of the members entitled to vote expressed in person at a General Meeting.
- (2) The Committee shall have power to grant the use of designated areas of the Society's premises to any member for such time and upon such conditions as the Committee thinks fit. The Committee at its discretion may make an extra charge to a member for such exclusive use of any part of the Society's premises.
- (3) The Committee may appoint one or more of its members to form Sub-Committees with power to co-opt from the general body of members, and delegate to such Sub-Committees part of their powers and duties. Such Sub-Committees shall report their proceedings to the Committee as required by the Committee and shall conduct their business in accordance with the directions of the Committee.
- (4) The Committee shall have power to appoint, control, pay and dismiss employees and servants of the Society, and shall also have such administrative powers as may be necessary for

properly carrying out the objects of the Society in accordance with this Constitution. The Committee may authorise its members, employees and servants to incur such expenditure as may be necessary from time to time.

- (5) The Committee may from time to time make such rules and regulations so as to permit the spouses and children of members to enjoy the use of the premises and facilities of the Society or parts thereof and shall be empowered to debit the accounts of such members for such sums as it deems fit and may also require any additional deposits to be furnished by such members. Such spouses and children shall not be considered members of the Society for any reason whatsoever.
- (6) The Committee may from time to time make such rules and regulations so as to permit other categories of persons including spouse members of deceased members to enjoy the use of the premises and facilities of the Society or parts thereof at such times and on such terms and conditions as it deems fit.
- (7) The Committee shall have full power to make, amend or repeal rules and regulations regulating the affairs of the Society. Such rules and regulations so made, added to, altered or repealed shall come into operation immediately or at such time as is fixed by the Committee. The Committee shall further have full power to decide all questions relating to the management of the Society and all questions arising out of or not covered by any rule or regulations and such decision shall be final unless and until altered or reversed by resolution of the members of the Society at a General Meeting.

29. DUTIES OF OFFICERS

- (1) The President shall ensure the general management and well being of the Society, and shall in particular:-
 - (i) be the spokesperson for the Society,
 - (ii) communicate from time to time with other bodies for the purpose of obtaining and transmitting information on all matters likely to prove beneficial or of interest to members and to the Society.
- (2) The President or, in the absence of the President, the Vice-President shall preside at all meetings of the Committee and of the Society or failing both a member to be elected by the Meeting shall preside.

- (3) The Vice-President shall assist the President in, and where necessary, the duties as enumerated herein. In the absence of the President, the Vice-President shall perform such of the duties of the President as may be directed by the Committee.
- (4) The Honorary Secretary shall be responsible for the general administration of the secretariat and shall include:-
 - (a) the summoning of all general meetings of the Society and meetings of the Committee;
 - (b) the maintenance of an up-to-date Register of Members;
 - (c) the conduct of correspondence on behalf of the Society;
 - (d) the distribution of information to members of the activities of the Society;
 - (e) the keeping of minutes of general meetings of the Society and meetings of the Committee.
- (5) The Honorary Assistant Secretary shall assist the Honorary Secretary in and where necessary the duties as enumerated herein. In the absence of the Honorary Secretary, the Honorary Assistant Secretary shall perform such of the duties of the Honorary Secretary as may be directed by the Committee.
- (6) The Honorary Treasurer shall be responsible for the proper administration of all funds belonging to or under the control of the Society and shall include:-
 - (a) the issue of receipts for all funds received by the Society;
 - (b) the collection of subscriptions;
 - (c) the keeping of bank accounts;
 - (d) the drawing up and the presentation of the Statement of Accounts and Balance Sheet to the Annual General Meeting;
 - (e) reporting to the Committee on the financial state of the Society; and
 - (f) the payment of all bills properly incurred on behalf of the Society.
- (7) The Honorary Assistant Treasurer shall assist the Honorary Treasurer in, and where necessary, the duties as enumerated herein. In the absence of the Honorary Treasurer, the Honorary Assistant Treasurer shall perform such of the duties of the Honorary Treasurer as may be directed by the Committee.

30. ATTENDANCE OF COMMITTEE MEMBERS AT MEETINGS
Any member of the Committee who is absent for three successive

meetings of the Committee without a written explanation to the Honorary Secretary shall automatically cease to be a member of the Committee. If at the third meeting a written explanation for such absence is submitted, the Committee shall consider such explanation and decide by a simple majority vote whether or not the absent member shall remain in the Committee. Leave of absence for a period not exceeding three consecutive months may be granted on application.

31. MEMBERS' ADDRESSES

All members of the Society shall communicate to the Honorary Secretary any change of their addresses and all letters, notices and accounts posted either by ordinary mail to the last given address, or via electronic means, shall be considered as having been duly served on the day following the date of posting or notification by electronic means.

32. SOCIETY'S ACCOUNTS

- (1) The Society shall maintain such bank accounts with such banks as the Committee may determine. All cheques drawn on the Society's account shall be signed in accordance with Articles 32(2) and 32(3).
- (2) All cheques or other payments above \$5,000.00 shall be signed by either the President or Vice-President together with either the Honorary Treasurer or Honorary Assistant Treasurer.
- (3) The signing arrangements for all cheques or other payments not exceeding \$5,000.00 shall be determined by the Committee from time to time.

33. ENTRANCE FEES AND SUBSCRIPTIONS

- (1) The entrance fees for Ordinary and Associate Members shall be determined from time to time at a general meeting.
- (2) The entrance fees for the other classes of membership shall be determined from time to time by the Committee.
- (3) The entrance fee shall be due in full when an applicant is accepted as a candidate awaiting election. The Committee, may, however allow the applicant to pay the entrance fee in instalments upon terms it may from time to time decide.
- (4) The subscription shall be determined by the Committee and shall be payable in such manner as the Committee may from time to time decide. The Committee may also in appropriate cases waive any subscription payable by any members.

- (5) Notwithstanding Article 22 herein if any member shall fail to pay the subscription within one month of such subscription becoming due, notice shall be sent calling the member's attention thereto, and if full payment is not made within fourteen days from posting of such notice, the Committee shall be informed of such fact, and if no full payment of the amount is made within one month from the posting of such notice, the Committee may delete the member's name from the Register of Members. But if at any time such member gives to the Committee a satisfactory explanation then, at the discretion of the Committee, and upon payment of all arrears, the member may be re-admitted to membership.

34. PROPOSER'S LIABILITY

The proposer of an applicant for membership shall be liable for all debts incurred or damages caused to the Society by such applicant at any time prior to the application for membership being decided by the Committee or being withdrawn.

35. MEMBERS' ACCOUNTS

- (1) The account of each member with the Society shall be kept as directed by the Committee.
- (2) Any member may be required to deposit with the Society a sum to be determined by the Committee which shall not in any event exceed in the aggregate of \$1,000.00 as security for the payment of all monies due under the member's account with the Society. The account of each member shall be kept in credit and for the purpose of construing whether the member's account is in credit, any deposit made by the member and held by the Society as such security shall not be taken into reckoning.
- (3) Should any member's account not be in credit, the Committee may, after due notification has been given suspend or withdraw any or all the privileges of the Society until credit has been established.
- (4) No member who has been notified that the member's account is in debit can vote at any meeting so long as the account is in debit.
- (5) If any member's account is not in credit within one month after posting of the member's statement of account, the Society shall give notice stating that unless such account be placed in credit within a further period of fourteen days, the member's name will be posted on the Society's records as a defaulter.

(6) Notwithstanding Article 22 herein if the member's account is not in credit within fourteen days after the member's name has been so posted as a defaulter, the Committee may delete the member's name from the Register of Members and the member shall thereupon cease to be a member but without prejudice to the rights of the Society to recover all monies due to the Society. If, however, at any reasonable time thereafter such member shall give the Committee a satisfactory explanation, the Committee may at its sole discretion, allow such member to re-apply for membership and the Committee may waive payment of the entrance fee or any part thereof.

36. PROPER USE OF THE SOCIETY

Save may be permitted by the Committee, no member shall give the address of the Society in any advertisement, or use the Society's address or premises for business or any other purposes. No paper, notice or placard, written or printed, shall be exhibited, put in the Society's premises or in any way brought to the notice of members without the sanction of the Committee.

37. GUESTS

- (1) The Committee shall have the power to control and restrict the introduction of guests.
- (2) Any member introducing a guest shall be fully responsible for the proper conduct of such a guest.

38. DESTRUCTION AND REMOVAL OF SOCIETY'S PROPERTY

No person shall take away or permit to be taken away from the Society's premises under any pretence whatever or shall injure or destroy any property of the Society. If a member offends against this Article the member shall, and if a guest offends against this Article the member who introduced the guest shall, pay the cost of replacement and/or repairs and the Committee reserves the right to expel such a member.

39. BORROWING BY MEMBERS

Except with the consent of the Committee no member shall borrow in the name of, or pledge the credit of, the Society.

40. ANNUAL GENERAL MEETING

The Annual General Meeting of the Society shall be held annually by April on a date and time to be fixed by the Committee of which due notice shall have been given for the following purposes:

- (1) to receive, and if approved, pass the Annual Report and the Balance Sheet and Statement of Accounts from the Committee for the preceding financial year.
- (2) to elect and replace outgoing members of the Committee and to appoint an auditor for the ensuing year.
- (3) to decide on any resolution which may be duly submitted to the Meeting as provided in Article 41(3).

41. PRELIMINARIES TO ANNUAL GENERAL MEETING

- (1) At least forty five days before the date fixed for the Annual General Meeting the Honorary Secretary shall despatch to all members residing in Singapore who are entitled to attend and/or vote at such a Meeting of the date fixed for such a Meeting, and shall draw their attention to Article 41(3).
- (2) At least seven days before any Annual General Meeting the Honorary Secretary shall notify all members residing in Singapore who are entitled to attend and/or vote at such a Meeting of the business to be transacted thereat. Such notice shall include the Annual Report, the Balance Sheet and Statement of Accounts and any resolutions under Article 41(3).
- (3) No resolution shall be proposed by any member eligible to attend and/or vote at any Annual General Meeting unless the terms thereof have been previously notified to the Honorary Secretary in writing not less than thirty days before the date of the Meeting, provided always that at such a Meeting any member may address the Meeting on any matter concerning the Society.

42. GENERAL MEETING

A General Meeting may be convened at any time by the Committee and shall be convened within thirty days from the receipt of a requisition in writing signed by (together with the names and membership numbers) not less than thirty-five members entitled to attend and vote at such a general meeting specifying the object of the meeting for any of the following purposes :-

- (1) To deal with any special matter which the Committee or the members requiring the meeting may desire to place before members in general meeting.
- (2) To approve or disapprove the expulsion of any member whose expulsion has been confirmed by the Committee provided that:-

- (a) a requisition for a Special General Meeting for this purpose must be received by the Committee within 21 days from the receipt by the expelled member of the notice informing of the Committee's decision to confirm the expulsion.
- (b) notwithstanding Article 43(2) the quorum must include not less than thirty-five of the members who have signed the requisition for the Special General Meeting, and
- (c) no other business may be transacted at any Special General Meeting convened for this purpose.

43. QUORUM AND PROCEDURE AT GENERAL MEETING

- (1) Notice summoning a General Meeting shall be sent to members residing in Singapore who are entitled to attend and/or vote at such a Meeting not less than seven days before the date fixed for the Meeting and shall state the subject or subjects to be discussed at the Meeting. No other subjects may be discussed at the Special General Meeting.
- (2) At all General Meetings thirty five members entitled to attend and vote at such General Meetings shall form a quorum and the Meeting shall not be invalidated thereafter if at any stage less than thirty five members are present.
- (3) If at the time fixed for a General Meeting there shall not be present a quorum, the Chairperson of the Meeting shall postpone the Meeting to a date not less than seven and not more than fourteen days later, and the agenda at the postponed Meeting shall be the same as that fixed for the original Meeting. No quorum shall be required for such postponed Meeting provided that no amendments to the Constitution shall be passed at such Meeting in the absence of a quorum. The Honorary Secretary shall inform all members in writing of the postponed date at least three days before the date fixed.
- (4) In case of a Special General Meeting, if there is no quorum present, the Chairperson shall declare the Meeting dissolved.
- (5) All classes of members shall be entitled to attend any General Meeting of the Society.
- (6) Subject to Article 35(4), only Ordinary Members and Senior or Life Members who have previously been Ordinary Members and who are present at a General Meeting shall be entitled to

vote and each such member shall be entitled to one vote. There shall be no voting by proxy.

- (7) Voting shall ordinarily be by a show of hands but a ballot shall be taken if demanded by any member at the Meeting. A declaration by the Chairperson of any Meeting that a resolution has been carried unanimously or by a majority or lost and an entry to that effect in the minutes of that Meeting shall be conclusive evidence of the fact.

44. ACQUISITION AND DISPOSAL OF PROPERTY

- (1) The Committee shall have the power to:-
- (a) purchase or acquire such movable or immovable property as are required for the purposes of the Society.
 - (b) invest any funds of the Society on any investments authorised by law for the investment of trust funds.
 - (c) sell, realise, vary or otherwise deal with any movable property or investments of the Society.
- (2) The Committee shall, with the prior sanction of a General Meeting, have the powers to :-
- (a) sell, assign, transfer, convey, mortgage or otherwise dispose of any immoveable property of the Society.
 - (b) raise funds for particular projects of the Society by the imposition of levies on members.
- (3) The investments and immovable property of the Society shall be held by a corporate trustee company as Custodian Trustee. The Custodian Trustee shall act in a 'nominee' capacity and shall in no way be responsible to the Society for the management of such property and shall be indemnified by the Society for any liability which may result from holding any property as trustee for the Society. The Custodian Trustee shall be entitled to act in all dealings with the property in accordance with the wishes of the Committee as evidenced by true copies of resolutions passed at meetings of the Committee or General Meeting as the case may be, such true copies to be certified as correct by the President and the Honorary Secretary.

45. LIABILITY OF SOCIETY

- (1) The Society shall not be liable in any way whatsoever in respect of the death of or personal injuries to any member or to any guest arising in any way out of such membership of the Society or through the use or enjoyment of the Society, its amenities, privileges or facilities or otherwise howsoever arising.
- (2) The Society shall not be liable in any way whatsoever for the loss of or damage to any articles or property whatsoever brought to the Society's premises or the compound by a member or by any guest or entrusted to an employee or a servant of the Society.

46. AMENDMENTS TO THE CONSTITUTION

- (1) Amendments to the Constitution shall only be made at General Meetings.
- (2) The proposed amendments to the Constitution shall be made in writing to the Honorary Secretary at least thirty days before the General Meeting.
- (3) The proposed amendments to the Constitution shall be circulated to members residing in Singapore at least seven days before the General Meeting.
- (4) Any resolution proposing the repeal of, addition to or amendment of these Articles at any General Meeting shall be null and void, unless two thirds of the members present and eligible to vote do vote in favour of such resolution.
- (5) The amendments of the Article shall not come into force without the sanction of the Registrar of Societies.

47. DISSOLUTION OF SOCIETY

- (1) The Society shall not be dissolved except with the consent of not less than three-fifths of the members of the Society eligible to vote and for the time being resident in Singapore expressed, either in person or by proxy, or by postal vote in such form as may be approved by the Committee at a General Meeting convened for the purpose.

- (2) In the event of the Society being dissolved as provided above, the assets of the Society shall be applied in the following manner:
 - (a) the Society shall discharge all debts and liabilities legally incurred on behalf of the Society and after distribution of the funds provided for in 47(2)(b), all remaining funds and assets shall be entirely donated to the National University of Singapore and/or its Successors.
 - (b) any funds accruing from the operation of fruit machines at the time of cessation of the operation of the fruit machines pursuant to or in connection with such dissolution must be donated to the National University of Singapore or, if the National University of Singapore is no longer a registered charitable organisation, to another registered charitable organisation or otherwise disposed in a manner approved by the Permit Officer appointed pursuant to the Private Lotteries Act 2011 (Cap 250).
- (3) Notice of dissolution shall be given within seven days of the dissolution to the Registrar of Societies.

48. GENERAL

- (1) The financial year of the Society shall begin on the first day of January and end on the thirty-first day of December.
- (2) The accounts of the Society shall be audited at the close of each financial year by a public accountant as defined in the Accountant Act (Chapter 212) not less than one month before the Annual General Meeting who shall certify the correctness of the Statement of Accounts to be submitted to the Meeting. The public accountant shall be appointed or removed at a General Meeting.
- (3) No member shall, except for being employed by the Society on a full-time basis or for professional services rendered at the request of the Committee, receive any profit, salary or emolument from the funds or transactions of the Society.
- (4) A member's rights and privilege shall be suspended as long as the member is an employee of the Society and the member need not pay any subscription whilst employed by the Society.

- (5) All members shall faithfully and fully abide by every decision made by the Society or by the Committee until such time as the decision is amended or revoked.
- (6) No press release in the name of the Society may be made without the previous sanction of the Committee.
- (7) All complaints shall be made in writing to the Honorary Secretary who, if unable to deal with them, shall submit them to the Committee whose decision shall be final. In no instance shall an employee of the Society be reprimanded directly by a member, other than by persons so authorised by the Committee.
- (8) In the event of any question or matter arising out of any point which is not expressly provided for herein, the Committee shall have power to use its own discretion.

49. INTERPRETATION

In these Articles and all Regulations made herein unless there be something repugnant in the subject matter or context:

- (1) “The Society” shall mean the National University of Singapore Society.
- (2) “The Committee” shall mean the members of the Management Committee for the time being.
- (3) “In writing” shall mean written or printed or partly written or printed or by an electronic means.
- (4) “Month” shall mean calendar month and for the purposes of subscription shall be the period from the first to the last day of every month.
- (5) “Words” importing the singular number shall include the plural number and vice versa.

THE NATIONAL UNIVERSITY OF SINGAPORE SOCIETY
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