ARTICLE I – NAME AND PLACE OF BUSINESS

1. The society shall be known as the ‘Nanyang Technological University Buddhist Society’ hereinafter referred to as ‘The Society’.

2. Its place of business shall be at One Stop @ SAC, Nanyang Technological University, 50 Nanyang Avenue, NS3-01-03, Academic Complex North, Singapore 639798 or such other address as decided by the Management Committee and approved by the Registrar of Societies.

ARTICLE II – OBJECTIVES

The objective of the society shall be:-

1. To propagate Buddhism to promote its Teachings, to foster and develop the qualities of Truth, loving-kindness and compassion in accordance with Buddhist Teachings and practices based on the triple gems: the Buddha, the Dharma and the Sangha;

2. To foster fellowship, friendship and understanding among members irrespective of race and religion;

3. To promote active participation in welfare and charitable work.

ARTICLE III – MEMBERSHIP

1. Membership shall be of three types:-

   (a) Ordinary membership shall be restricted to all matriculated full-time students of the Nanyang Technological University hereinafter referred to as ‘The University’ and National Institute of Education.

   (b) Honorary membership shall be conferred at the General Meeting on members of the public and graduates of the University and National Institute of Education for outstanding service rendered to the society or to the cause of Buddhism.

   (c) Associate membership shall be restricted to staff and all former students of the University and National Institute of Education.

2. Privileges of members

   (a) Ordinary members shall have the right:-
(i) to vote;

(ii) to stand for election;

(iii) to propose or second a candidate for any office in the Society.

(b) Honorary and Associate members shall not have the above privileges, but shall be entitled to participate in all activities carried out by the Society.

3. Applications for membership

(a) Applications for Ordinary and Associate membership in the Society shall be made on a specified form obtainable from the Honorary Secretary or the members of the Management Committee.

(b) Membership shall be conferred with the approval of the General Committee.

4. Cessation of membership

A member shall cease to be a member:-

(a) Upon resignation by giving one week’s notice in writing to the Honorary Secretary and paying up any arrears due by him or her.

(b) Upon failure to pay the yearly subscription after being served with one notice by the Honorary Secretary

(i) When his or her name is removed from the register of members by the Management Committee (vide Article VI, Section 5, Sub-section (g));

(ii) Any member so removed shall have the right to appeal to the general body.

5. Subscription

(a) The annual Subscription for Ordinary members shall be three dollars ($3.00) payable by the end of the first term.

(b) Any person becoming an ordinary member after the end of the First Term in any year shall pay his or her annual subscription immediately upon joining.

(c) The Annual Subscription for Associate members shall be ten dollars ($10.00) payable upon joining the society.
(d) The rate of annual subscription may only be varied by a general meeting of the members. Any special subscriptions for particular purposes may only be raised from members with the consent of general meeting of the members.

ARTICLE IV – PATRONS

Patrons shall be elected from prominent members of the public; the number of patrons shall not exceed six at any time.

ARTICLE V – ADVISORS

The Management Committee may invite not more than six (6) prominent members of the public and/or teaching staff of the University to serve as advisors to the Society for one year.

ARTICLE VI – MANAGEMENT COMMITTEE

The management of the Society shall be vested in a Management Committee:

1. Composition

   The Management Committee shall consist of:-

   (a) President
   (b) Vice President (Event)
   (c) Vice President (Dharma)
   (d) Honorary General Secretary
   (e) Honorary Treasurer
   (f) Dharma Propagation Director
   (g) Event Director
   (h) Marketing Director
   (i) Publication Director
   (j) Business Director
   (k) External Liaison Director
   (l) Up to Seven Committee Members

2. Election

   (a) Election of the Management Committee shall take place at the Annual General Meeting.

   (b) Names for the above offices shall be proposed and seconded and voting shall be by show of hands through the use of voting cards given out to all ordinary members present at the election.
(c) The tenure of office bearers shall be one academic year. All the office bearers shall be eligible for re-election to the same post except the Hon. Treasurer.

(d) During the voting process, ordinary members can either ballot or raise his/her hand to indicate the casting votes.

(e) Ordinary and Associate members are eligible to direct questions to the candidates during the Q & A session. They are to raise their hands if they intend to ask questions. The Election Chairperson shall have the final choice of whom to select to ask question in the event of more than two people who wish to ask question.

3. Meetings

(a) The Management committee shall meet at least once a term;

(b) Meeting shall be convened by the Hon. Secretary;

(c) Five days’ notice shall be given in notice of such meetings;

(d) At least one half of the Committee members of the Management Committee shall form a quorum.

4. Powers and Duties of various Office-bearers

(a) The President shall have the power:-

(i) to call General Meetings and Committee Meetings;

(ii) to authorise expenditure not exceeding $250.00 at any time without the prior sanction of the Management Committee.

(b) The President shall:-

(i) supervise the general management of the society;

(ii) represent the society in dealing with outside persons;

(iii) preside at all General and Committee Meetings;

(iv) have a casting vote when there is an equal vote.

(v) provide welfare to the members who require aid such as bursary where available.

(c) The Vice-President (Event) shall:-
(i) help the President in his duties;

(ii) act on behalf of the President in the Latter’s absence;

(iii) automatically succeed the President in the event of the office falling vacant.

(d) The Hon. Gen. Secretary shall:-

(i) keep a register of members;

(ii) notify all members of General Meetings to be held;

(iii) present the Annual Report at the Annual General Meeting;

(iv) keep minutes of all General and Committee Meetings and records of all proceedings related to the progress of the society;

(v) attend to correspondence and perform all other duties pertaining to his office.

(e) The Vice President (Dharma) shall:-

(i) provide advice to the Management Committee and ad-hocs in areas involving the propagation of Dharma;

(ii) constantly review the Society’s Dharma direction;

(f) The Hon. Treasurer shall:-

(i) collect all subscriptions;

(ii) receive all monies due to and pay all monies due by the Society;

(iii) keep all books connected with the Society’s accounts;

(iv) submit at the Annual General Meeting an audited Statement of Accounts and an audited Balance Sheet for the financial year showing the position of the Society as at the end of the financial year;

(v) deposit all monies belonging to the Society exceeding $250.00 in a bank approved by the Management Committee, in the Society’s name. He is authorised to expend up to $250.00 per month for petty expenses on behalf of the Society.

(vi) be responsible for safe custody of the Society’s monies.
All withdrawals from the bank accounts for payments duly authorised shall be on the joint signatures of the President and the Hon. Treasurer.

The Event Director shall:-

(i) organise various Society functions and

(ii) chair the Event sub-committee, if any.

The Publication Director shall:-

(i) be responsible for the production of all Society publication;

(ii) submit any publications to the Management Committee for approval before they are published.

(iii) Chair the Publication sub-committee, if any.

The Marketing Director shall:-

(i) Publicise and create awareness of The Society among Nanyang Technological University and National Institute of Education population;

(ii) chair the Marketing sub-committee, if any.

The Business Director/External Liaison Director shall:-

(i) Canvass funds and create awareness of The Society to the public

(ii) Chair the Business/External Liaison sub-committee, if any.

The Dharma Propagation Director shall:-

(i) Organise regular Dharma activities

(ii) Chair the Dharma Propagation sub-committee, if any.

Any member of the committee absenting himself from any of the meetings must produce a formal letter of explanation failing which he shall be deemed to have withdrawn from the committee, with the prior sanction of the Management Committee, and a successor may be co-opted by the Committee to serve until the next general meeting.

5. Functions and Powers of the Management Committee

The Management committee shall:-

(a) be responsible for the general policy, finances and general welfare of the Society;
(b) have the power to appoint members to fill any vacancy that may occur in the Management Committee during its term of office in an acting capacity until the next Annual General Meeting;

(c) have the power to co-opt additional members more than the allowed capacity in the Management Committee during its term of office if the need arises and is subject to the approval of Student Affairs Office; However such additional members shall not have voting rights in the Management Committee.

(d) have to frame, amend, revise or appeal, from time to time, the constitution of the Society, for the proper management of the Society; The amendment shall be passed by a simple majority of ordinary members and approved by Registrar of Societies (Vide Article X, Section 4 & 5 )

(e) have power to invite any person to attend its meetings. Such person shall have no voting right;

(f) have power to appoint sub-committees when necessary, or delegate any part of his duties to members of the sub-committees;

(g) have power after due enquiry, to remove the name of any member who has acted in any manner derogatory to the Society or violated any of the Articles of the Constitution from the Register of Members, or deal with the member in question in any way deem proper;

(h) consider and decide upon all applications for membership and admit new members accordingly or reject such applications without assigning reasons thereof;

(i) have power to authorise the expenditure of a sum not exceeding $500.00 per month from the Society’s funds for the Society’s purposes; (to be discussed with NTUBSA, tentative plan is changing it to less than 20k a year)

ARTICLE VII – THE HON AUDITOR

1. At the Annual General Meeting, The Society shall elect an Hon. Auditor who shall not hold any office in the Society.

2. The Auditor will hold office for one year only and may not be re-elected.

3. He shall audit the Statement of Accounts and the Balance Sheet to be submitted at the Annual General Meeting.
4. He may be required by the President to audit the Society’s accounts for any period within his tenure of office at any date and make a report to the Management Committee.

ARTICLE VIII – GENERAL MEETINGS

1. Annual General Meeting

This shall be held not later than the 6th week of the First Term; ten days’ notice shall be given of the meeting by the Hon. Gen. Secretary.

2. Agenda

The following points will be considered at the Annual General Meeting:

(a) The previous year’s accounts and report of the committee.

(b) The election of office-bearers and Auditor for the following year. Any other matters to be included in the agenda shall reach the Hon. Gen. Secretary seven days before the Annual General Meeting.

3. Quorum

(a) One quarter of the total number of ordinary members shall form a quorum at a General Meeting.

(b) In the event of the required number of members not being present at such meeting, the meeting shall be adjourned for half an hour and should the number then present be insufficient to form a quorum, those present shall be considered a quorum but they shall have no power to alter, amend or make additions to any of the existing rules.

4. Extra-Ordinary General Meeting

This shall be convened by the Hon. Gen. Secretary:-

(a) on the instruction of the President or the Management Committee.

(b) on the written application to the Hon. Gen. Secretary of at least ten members with a written statement of the object of which the meeting is desired. Such a meeting shall be held within two weeks of the receipt of the applications.

(c) seven days’ notice will be given of an Extra-Ordinary General Meeting.

5. All resolutions and decisions adopted at General Meetings shall be binding on all members of the Society.
ARTICLE IX – PUBLICATIONS

1. The Society shall publish:-

   (a) a series of newsletters, at convenient intervals;

   (b) an Annual Journal, if deem necessary.

ARTICLE X – AMENDMENTS TO THE CONSTITUTIONS

1. The amendments shall be made at the Annual General Meeting or an Extra-Ordinary General Meeting.

2. Amendments shall be sent to the Hon. Gen. Secretary in writing with the names of the Proposers and the Seconders, two weeks before the General Meeting.

3. Amendments shall be passed by a simple majority of ordinary members present at the General Meeting.

4. Amended rules shall not come into force without the prior sanction of the Registry of Societies.

5. Copies of the proposed amendments should be circulated by the Hon. Gen. Secretary among members one week before the General Meeting.

6. A copy of the constitution shall be uploaded on the Society’s website.

ARTICLE XI – DISSOLUTION

1. The Society shall not be dissolved except with the consent of not less than 3/5 of the ordinary members of the Society expressed in persons or by proxy at a general meeting convened for the purpose or by postal vote.

2. In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged and the remaining funds and properties of the Society be donated to charitable organisation as decided by the members at the general meeting.

3. Notice of dissolution will be given 7 days of the dissolution, to the Registry of Societies.

ARTICLE XII – PROHIBITIONS

1. Gambling of any kind and the playing of mahjong or ‘paikow’, whether or not for stakes, are strictly forbidden on the Society’s premises. The introduction of materials for gambling or drug taking and of bad characters into the premises are
2. The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its office-bearers committee or members.

3. The funds of the Society shall not be used to pay the fines of members who have been convicted in Court nor shall they be used for donations, presents or any other purposes in connection with any political parties or trade unions or for any purposes which are not for the furtherance of the objects of the Society.

4. The Society shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any Trade Unions activity as defined in any written law relating to trade unions for the time being in force in Singapore.

5. The Society shall not indulge in any political activity or allow its premises to be used by political parties or trade unions or for any purpose incompatible with the objectives of the Society.

6. No other religious activities except that of Buddhist activities based on the Buddha, Dharma and Sangha shall be organised during any Society functions and gatherings.

ARTICLE XIII– GENERAL PROVISIONS

1. The Society shall comply with the rules and regulations promulgated by the Nanyang Technological University authorities governing the student societies in the University.