CONSTITUTION
NTU Graduate Students’ Association (NTUGSA)
Article 1: Name and Office

1.1 The name of the organisation shall be “NTU Graduate Students’ Association”, hereinafter referred to as “the Association”.

1.2 The office place of business of the Association shall be at:

Nanyang Technological University
Yunnan Corner
3 Students Walk
Singapore 639546

Article 2: Validity

2.1 This constitution takes immediate effect from the day it is fully validated and approved by the Student Affairs Office (SAO), and shall be valid until such a day when appropriate amendments or new constitution is voted and approved into its place as per Article 13.

2.2 The purpose of this Constitution is to serve as the legal document outlining the rules, roles and responsibilities of the Graduate Students’ Association in which this Constitution is introduced for.

Article 3: Interpretation

3.1 In this Constitution, unless it is otherwise provided or the context otherwise requires –

“Academic Year” means the Academic Year stipulated by the University;

“Constituent Body” means any entity referenced under Article 6;

“Council” means the Council constituted under Article 7 of this Constitution;

“Election” means an Election selecting Executive Committee Representatives;

“Executive Committee” means the Executive Committee referenced under Article 8 of this Constitution;

“Graduate Student” means any part-time/full-time graduate student of the University, with the exception of any graduate student pursuing a full-time course of study leading to a Postgraduate Diploma in Education, the duration of which is one academic year;

“Law” means any written law, Constitutional provisions or regulations passed by the Council which is in operation in the Association;

“Management Committee” refers to the Management Committee of a Constituent Body;

“Motion” means any motion raised during a General Meeting of the Association, Council Meeting or Executive Committee Meeting;

“Sub-committee” refers to the Sub-committee referenced under Article 9 of this Constitution;

“University Administration” means the administration of the University;

(1) Words importing a particular gender include all genders;

(2) References to persons include corporate bodies, firms and unincorporated associations;

(3) Words importing the singular shall include the plural and vice-versa; and

(4) Clause headings do not affect their interpretation.
Article 4: Objects

4.1 The objects of the Association are:

(a) To represent, promote and safeguard the interests of members of the Association within the University.

(b) To uphold and respect the dignity and equality of every member, regardless of religion, race and nationality.

(c) To promote the welfare of members within the University.

(d) To improve the student life of members through the organization of social, cultural, educational and sporting activities.

(e) To provide a recognised channel of communication between members and the University Administration.

(f) To foster a strong working relationship between members and the undergraduate student population, faculty and University administration.

Article 5: Membership

5.1 Membership of the Association shall be confined to part-time and full-time graduate students of the University for whom membership shall be automatic.

5.2 Members shall have the right:

(a) To nominate and second candidate, stand and vote for the Executive Committee Elections.

(b) To attend, speak and vote at General Meetings of the Association.

(c) To participate in all Association’s activities.

(d) To use all facilities provided by the Association.

(e) To enjoy privileges as the Association may determine from time to time.

5.3 Members shall abide by the Constitution and shall not act in any way inconsistent with its objects.

Article 6: Constituent Bodies

6.1 The Association shall have the following constituent bodies:

(a) School of Electrical and Electronic Engineering Graduate Student Club;

(b) School of Chemical and Biomedical Engineering Graduate Student Club;

(c) Interdisciplinary Graduate School Graduate Student Club;

(d) School of Physical and Mathematical Sciences Graduate Student Club;

(e) School of Materials Science & Engineering Graduate Student Club;

(f) School of Mechanical and Aerospace Engineering Graduate Student Club;

(g) School of Civil and Environmental Engineering Graduate Student Club;

(h) School of Biological Sciences Graduate Student Club;
(i) LKCMedicine Graduate Student Club;
(j) School of Computer Science and Engineering Graduate Student Club;
(k) NTU School of Social Sciences Graduate Student Club;
(l) NTU School of Humanities Graduate Student Club.

and such other newly-formed constituent bodies that SAO may approve from time to time.

6.2 For the purposes of the above provision, any Graduate Student Body not registered with SAO shall not be deemed as a Constituent Body of the Association.

Article 7: The Council

7.1 Overall legislative power of the Association shall be vested in the Council.

7.2 The executive authority of the Association shall be vested in the Council and exercisable by the Council.

7.3 The Council shall comprise the following members:

(a) Presidents of the Constituent Bodies; and

(b) President of the Executive Committee.

7.4 There shall be a Chairman of the Council who shall be elected from among the Council Members in accordance with the provisions of the Meetings Regulations.

7.5 A Council Representative on the Council shall cease to be such member if, before the expiry of his term of office, he ceases to be a member of the Management Committee of the Constituent Body which he represents.

7.6 The Council shall have the following functions:

(a) Be responsible for laying down the policies of the Association, consistent with its objects.

(b) Maintain any premise as may be assigned to it by the Director of SAO.

(c) Be responsible for the organisation of any functions that are consistent with the objects of the Association.

(d) Be responsible for the publication of an Annual Report which shall include the Association’s activities and annual accounts and other publications which the Council may deem necessary and are in line with the objects of the Association.

(e) Be responsible for the interpretation of the provisions in the Constitution.

7.7 The Council shall have the power to:

(a) Consider any matter affecting the interests of its members and formulate policy on any such matter.

(b) Add, amend and repeal Regulations as may from time to time be necessary to give effect to the objects of the Association set out in Article 4.

(c) Pass the budget estimates and other financial reports prepared by the incoming Executive Committee.

(d) Appoint such standing or other committees as are necessary for the proper administration of the Association.
(e) Delegate to the Executive Committee, sub-committees or other committees such powers and duties as the Council may determine.

(f) Accept the resignation of any member of the Council, the Executive Committee or any other committees of the Association and cause such vacancies to be filled in accordance with the provisions of this Constitution.

(g) Initiate disciplinary action against any member of the Association who has acted in a manner detrimental to the Association, or who has contravened any of the provisions of this Constitution or any of the rules of the Association as may be in force for the time being.

(h) Initiate disciplinary action against any member of the Association who has contravened the University and Singapore laws.

7.8 The Term of Office for Council members are as follows:

(a) All elections of the Management Committees of Constituent Bodies are to be completed by the end of the first week of April.

(b) Submission of the finalized Management Committees of Constituent Bodies are to be submitted to the NTUGSA Elections Committee no later than 3 days after all the elections of the Constituent Bodies have ended.

(c) Nominations for the NTUGSA election will commence for 1 week after all the submissions of the finalized Management Committees of Constituent Bodies have been received by the NTUGSA Elections Committee.

(d) The NTUGSA election will commence 1 week after nominations have ended and the election results will be released on the next day.

(e) The tenure of office of the Council commences from the last day of April until the date of the election of the next Council in the following academic year.

**Article 8: The Executive Committee**

8.1 There shall be in and for the Association an Executive Committee which shall consist of:

(a) Executive Committee Officers elected from the members of the Association who are full-time Graduate Students of the University.

8.2 The Executive Committee shall comprise of:

(a) The President;

(b) The Vice-President (Welfare);

(c) The Vice-President (Academic);

(d) The General Secretary;

(e) The Treasurer;

(f) The Academic Director;

(g) The Administration Director;

(h) The Career Director;

(i) The Publicity Director;
(j) The Recreation Director;
(k) The Sports Director;
(l) The Orientation Director; and
(m) The Welfare Director

8.3 No member of the Association shall hold more than one permanent office in the Executive Committee.

8.4 All Executive Committee Officers shall be eligible for reappointment to the Executive Committee for the following Academic Year.

8.5 The Executive Committee shall have the following functions:

(a) Be responsible for implementing the resolutions and decisions passed or made by the Council at the Council meetings.
(b) Be responsible for carrying out the general policies consistent with the objects of the Association as laid down by the Council.
(c) Be the recognised means of communication between the Association and the University Administration or any external body on the other.

8.6 The Executive Committee shall have the power to:

(a) Exercise control over all other committees of the Association from time to time as are necessary for the proper administration of the Association.
(b) Appoint committees for such purposes as the Executive Committee may determine provided that these are in accordance with the objects of the Association.
(c) Co-opt members of the Association to be present at its meetings and to participate in its deliberations. Such members shall not have the right to vote at its meetings.
(d) Accept the resignation of any member of a subcommittee or any other committees and fill the vacancy thus arising.
(e) Make rules regulating the proper administration of such facilities as may be assigned to the Association by the University Council, provided that such rules are in accordance with the conditions laid down by the University Administration.
(f) Approve applications for the use of such facilities as are assigned to the Association by the University Administration, provided such use is in accordance with the conditions stipulated by the University Administration and with the objects of the Association.
(g) Convene meetings of the Council or of the Association.
(h) Make standing orders to regulate the procedure for all meetings of the Association, the Executive Committee and all standing committees or other committees of the Association.

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

(a) President
   i. Shall be the Chairman of the Executive Committee.
   ii. Shall preside at all meetings of the Executive Committee and have a casting vote when there is an equality of votes.
iii. Shall have the rights to call for meetings of the Executive Committee, the Council and the Association.

iv. Shall countersign all bills and policies of the Association.

v. Shall be responsible for appointing special committees as and when required.

(b) Vice President (Welfare)

i. Shall assist the President in the performance of the duties relating to the day-to-day running of the Association.

ii. Shall, in the absence of the President, assume all powers, duties and responsibilities of the President.

iii. Shall jointly hold the office of the President with the other Vice-President in the event of it falling vacant for any reason, until a new President is elected at an Extraordinary General Meeting convened for that purpose, or at the next Annual General Meeting.

iv. Shall assist the President in overseeing the Welfare Director, Sports Director and Recreation Director.

(c) Vice President (Academic)

i. Shall assist the President in the performance of the duties relating to the day-to-day running of the Association.

ii. Shall jointly hold the office of the President with the other Vice-President in the event of it falling vacant for any reason, until a new President is elected at an Extraordinary General Meeting convened for that purpose, or at the next Annual General Meeting.

iii. Shall assist the President in overseeing the Orientation Director, Academic Director and Career Director.

(d) General Secretary

i. Shall be the Secretary at all meetings of the Executive Committee and the General Meetings of the Association.

ii. Shall take charge of the Association’s records and conduct the correspondence of the Association.

iii. Shall be responsible for convening all meetings of the Association, and the Executive Committee, except Council Meetings.

iv. Shall keep minutes of the Executive Committee Meetings and publish, using reasonable means, copies of these minutes within fourteen days of such meetings.

v. Shall disseminate to all Executive Committee Officers and Council members, minutes of such meetings through the Association’s official communication channel, within fourteen days of each meeting.

vi. Shall submit at the Executive Committee Meetings any matters for discussion received from members of the Association.

vii. Shall maintain a permanent record of all decisions made by the Executive Committee.

viii. Shall submit the records of the Association for inspection by any member of the Association who has given at least three days’ notice of intention in writing to inspect the records.
ix. Shall prepare and submit on behalf of the outgoing Council an annual report of the Association at the Annual General Meeting.

x. Shall, in the event of the Executive Committee ceasing to remain in office before the expiry of its term, prepare and submit on its behalf a report of the Executive Committee’s activities, covering its period of office to the incoming Executive Committee within four weeks of the change in membership of the Executive Committee.

xi. Shall assist the President in overseeing the Publicity Director and Administration Director.

(e) Treasurer

i. Shall be responsible for the administration and recording of all financial transactions of the Executive Committee.

ii. Shall prepare the provisional budget for 1st April to 31st March of the following year.

iii. Shall keep all books, records, and documents in connection with the Association’s accounts.

iv. Shall receive any funds that may be paid to the Association; such funds shall be remitted to the Office of Finance to be credited to the Association’s accounts.

v. Shall sign all bills of the Association for payment before they are countersigned by the President.

vi. Shall report the financial status of the Association to the Executive Committee at least once every three months at Executive Committee meetings.

vii. Shall present, on behalf of the Executive Committee, the audited statement of income and expenditure for the preceding financial year at the Annual General Meeting.

viii. Shall be in charge of any ad hoc special projects of the Association that are assigned by the Council.

(f) The Academic Director

i. Shall be the chairman of the Academic Committee.

ii. Shall coordinate graduate student activity on academic matters.

iii. Shall work with the School and University’s Administration to enhance the research experience for graduate students.

iv. Shall brief and seek approval from the Executive Committee on the committee’s proposals.

v. Shall report to the Vice President (Academic).

(g) The Administration Director

i. Shall be the chairman of the Administration Committee.

ii. Shall be responsible for all logistical matters of the Executive Committee.

iii. Shall be responsible for maintaining and keeping an inventory of all the Executive Committee’s physical assets.
iv. Shall provide logistical support to events organised by the Executive Committee.

v. Shall perform an annual audit and present a logistics report at the Annual General Meeting.

vi. Shall be responsible for the physical premises under the care of the Executive Committee and coordinate its use by the graduate students.

vii. Shall be responsible for the Executive Committee’s storage cabinets located at Nanyang House.

viii. Shall liaise with the Centre for IT Services regarding role-based email IDs.

ix. Shall prepare the Association’s accommodation list for submission to the Office of Housing & Auxiliary Services.

x. Shall conduct volunteer information sessions and recruitment during each orientation every semester.

xi. Shall bear overall responsibility for all Human Resource affairs of the Executive Committee.

xii. Shall report Executive Committee office holders who have disciplinary issues to SAO.

xiii. Shall report to the General Secretary.

(h) The Career Director

i. Shall be the chairman of the Career Committee.

ii. Shall coordinate activities to help graduate students with their professional development.

iii. Shall brief and seek approval from the Executive Committee on the committee’s proposals.

iv. Shall report to the Vice President (Academic).

(i) The Publicity Director

i. Shall be the chairman of the Publicity Committee.

ii. Shall be responsible for checking the ntugsc@e.ntu.edu.sg account and ensuring that all e-mails are promptly directed to the appropriate office holder for prompt response.

iii. Shall be responsible for managing all the social media platforms of the Association.

iv. Shall be responsible for uploading event contents on Campus Buzz and publish them weekly.

v. Shall be responsible for maintaining and updating notice boards belonging to, or under the care, of the Executive Committee.

vi. Shall recruit and manage a team of photographers for events of the Association.

vii. Shall be responsible for designing any publicity materials required by the Executive Committee.

viii. Shall be responsible for any coordination with the relevant NTU offices and departments with regards to any publicity required by the Executive Committee.
ix. Shall collect information, design and arrange for the printing and distribution of the Graduate Student Handbook.

x. Shall report to the General Secretary.

(j) The Recreation Director

i. Shall bear overall responsibility for the Recreation committee.

ii. Shall promote a vibrant student life for members through the organisation of learning (local, and overseas where applicable) trips and cultural activities.

iii. Shall brief and seek approval from the Executive Committee on the committee’s proposals.

iv. Shall report to the Vice President (Welfare).

(k) The Sports Director

i. Shall be the chairman of the Sports Committee.

ii. Shall organise sports activities for graduate students to enhance their campus and NTU life.

iii. Shall manage weekly training sessions for the various sports.

iv. Shall organise inter-school sports games annually during the special semester.

v. Shall brief and seek approval from the Executive Committee on the committee’s proposals.

vi. Shall report to the Vice President (Welfare).

(l) The Orientation Director

i. Shall be the chairman of the Orientation Committee.

ii. Shall be responsible for planning, preparing and executing an “Orientation Programme” for each intake of fresh graduate students.

iii. Shall be responsible to hold meetings with the representatives of the Constituent Bodies on freshmen orientation matters.

iv. Shall conduct regular dialogue with the Student Affairs Office on freshmen orientation matters.

v. Shall brief and seek approval from the Executive Committee on the committee’s proposals.

vi. Shall report to the Vice President (Academic).

(m) The Welfare Director

i. Shall be the chairman of the Welfare Committee.

ii. Shall look after the general welfare of the Association members within the University.

iii. Shall be responsible for the organisation of welfare projects for the Association members.
iv. Shall communicate suggestions and feedback from the graduate student community to SAO and NTU management.

v. Shall organise various events in and around graduate halls to promote a vibrant graduate hall culture.

vi. Shall brief and seek approval from the Executive Committee on the committee’s proposals.

vii. Shall communicate suggestions and feedback from graduate hall residents to the Office of Housing & Auxiliary Services and hall officers.

viii. Shall be responsible for organising an annual dialogue with the NTU President and management.

ix. Shall be responsible for presenting the resolved issues of graduate students at the Annual General Meeting.

x. Shall report to the Vice President (Welfare).

Article 9: Sub-committee

9.1 There shall be eight Sub-committees under the purview of the Executive Committee which shall consist of:

(a) Up to a maximum of 200 Sub-committee Officers appointed from the members of the Association who are full-time Graduate Students of the University.

9.2 The Sub-committees shall comprise of:

(a) The Academic Committee;

(b) The Administration Committee;

(c) The Career Committee;

(d) The Orientation Committee;

(e) The Publicity Committee;

(f) The Recreation Committee;

(g) The Sports Committee; and

(h) The Welfare Committee

9.3 No Sub-committee officer shall be either an elected or appointed member of a Management Committee of any Constituent Body.

9.4 All Sub-committee Officers shall be eligible for reappointment to the Sub-committees for the following Academic Year.

9.5 The Sub-committees shall have the following functions:

(a) Be responsible for implementing the resolutions and decisions passed or made by their respective Sub-committee Officers.

Article 10: Interim Council

10.1 The Council shall only be dissolved if it, through resignation or other causes, falls below two-thirds of its normal total strength or where a vote of no confidence is passed on the Council.
10.2 In the event that the Council is dissolved, a new Council shall be formed, within a period of not more than four weeks.

10.3 Pending the formation of the new Council, there shall be an Interim Council consisting of at least ten but not more than fifteen members, elected at a joint meeting of the Management Committees of the Association’s Constituent Bodies, such meetings to be convened as early as possible by the General Secretary.

10.4 Member of a Management Committee on whom a vote of no confidence has been passed in his capacity as a member of the Council, shall not be eligible for election to the Interim Council.

10.5 The Interim Council shall have the following functions:

(a) The Interim Council shall assume all functions of the Council as provided for in Article 7.6 of this Constitution.

10.6 The Interim Council shall have the following powers:

(a) The Interim Council shall have such powers as are provided for in Article 7.7 of this Constitution.

10.7 The Terms of Office for the Interim Council are as follows:

The Interim Council shall cease to hold office immediately on the election of a new Council or at the end of four weeks from the date of resignation of the previous Council, whichever is earlier.

**Article 11: Elections**

11.1 All elections of the Constituent Bodies and Executive Committee shall be governed by this Article.

11.2 This Article shall apply to both annual Elections and by-Elections.

11.3 The Election Committee shall comprise of one (1) Returning Officer and two (2) Election Officers, with the following roles:

(a) The Returning Officer shall be the Chairperson of the Election Committee and the Election Officers shall assist the Returning Officer.

(b) They shall not stand for election to the Executive Committee.

(c) They shall not be a proposer or seconder for any candidate’s nomination forms for the Executive Committee.

(d) They shall not campaign for any candidate for the Executive Committee.

(e) They shall not vote for any candidate for the Executive Committee.

11.4 Each Election Committee shall:

(a) Supervise and conduct the elections of the Executive Committee according to the sources of law stipulated in Article 11.1.

(b) Give notice of the elections no less than seven (7) days before the start of the nomination period.

(c) Announce to the Members the date, time, place and method of receiving nomination forms. Such date and time shall be the end of the nomination period.

(d) Announce to the Members the results of Elections no later than two (2) days after its conclusion.

(e) Keep a register of voters and all voting ballots, whether valid or invalid, and deposit them with the Election Committee for safekeeping and inspection when necessary.
11.5 The Election Committee shall have the power to:

(a) Accept the withdrawal of any candidate at any point in time from the start of the nomination period to the conclusion of the entire election process.

(b) Declare the election of any candidate invalid due to procedural irregularities according to the sources of law stipulated in Article 11.1.

(c) Make decisions that encourage, and/or not contrary to, the spirit of ensuring a fair and transparent election. Such decisions shall only be made on exceptional circumstances that arise during the entire election process and are not provided for in the sources of law stipulated in Article 11.1.

11.6 All disputes between any candidate and the Election Committee shall be adjudicated by the Council.

(a) The decision(s) of the Council in such adjudication shall be final and binding on all parties involved. There shall be no further appeal on such decision(s).

11.7 All Election proceedings shall be in accordance with the Election Regulations:

Article 12: Finance and Audit

12.1 The Financial Year of the Association shall correspond to the Executive Committee’s term of office.

12.2 A report on the Association’s financial activity throughout the Financial Year shall be presented by the Treasurer to all Association members in attendance at the Annual General Meeting.

12.3 All finance proceedings shall be in accordance with the Finance Regulations.

Article 13: Meetings

13.1 Standing Orders of Meetings, as listed in the Meeting Regulations, shall govern procedures at all General, Council and Executive Committee Meetings of the Nanyang Technological University Graduate Student Association, and shall also govern procedures at meetings of Standing Committees of the Association.

Article 14: Amendments to the Constitution

14.1 The Director of Student Affairs may propose amendments to this Constitution, including the revocation of part or the whole of this Constitution, and such proposed amendments shall be communicated to the General Secretary.

14.2 Beginning from the first Executive Committee, only at five years’ interval, may the Council propose for the consideration of the Student Affairs Office, amendments to this Constitution, including the revocation of part or the whole of this Constitution.

14.3 The provisions of this Constitution shall be amended or removed by a Motion passed by the members at a General Meeting of the Association.

(a) Subject to Articles 14.3(b) and 14.3(c), a Motion seeking to amend or remove any provision in this Constitution shall not be passed by the Council unless it has been supported by the votes of not less than two-thirds of the total number of members present at the General Meeting.

(b) A Motion to amend or remove any provision in this Constitution shall not be passed by the Council if it has not been supported by at least two-thirds of the Voting Council Representatives during the Council Meeting.

(c) For the purposes of Article 14.2, the votes shall be accompanied by the name of the Constituent Body that the Voting Council Representative is representing.
(d) For the purposes of Article 14.2, amendment of provisions includes additions, amendment or repealing of provisions.

(e) Any Motion(s) passed pursuant to Article 14.3(a) for the addition, amendment or removal of provision(s) in this Constitution shall take effect only after the end of the General Meeting of the Association.

Article 15: Dissolution

15.1 The Association shall only be dissolved with the consent of at least two-thirds of the Association members at a General Meeting convened for the purpose or upon the closure of the School.

Article 16: Discipline

16.1 All disciplinary proceedings shall be in accordance with the Discipline Regulations.

Article 17: Interpretation

17.1 In the event of any question or matter arising out of any point which is not expressly provided for or there being any ambiguity about interpretation of any part/clause of the Constitution, the Council will exercise its own discretion, and where required, provide a statement leading to the justification of such discretion.

End of Constitution

Approved for Implementation as of (dd/mm/yyyy)