
THE SINGAPORE MEDICAL SOCIETY
OF VICTORIA

**THE CONSTITUTION
& BY-LAWS**



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SMSV CONSTITUTION & BY-LAWS

1 Name of Body

- 1.1 The body shall be known as the Singapore Medical Society of Victoria, hereinafter called 'SMSV'.

2 Objectives & Responsibilities

- 2.1 The objectives of the Society shall include:

2.1.1 Functioning as the principle representative of Singaporean healthcare students in Victoria.

2.1.2 Serving as the primary point of contact (POC) for the Ministry of Health Holdings (MOHH), Singapore Health Services (SingHealth), National University Health System (NUHS) and other Singaporean healthcare agencies to our members.

2.1.3 Serving as the POC for Singaporean recruitment agencies looking for Victoria-based Singaporean medical/health care students.

2.1.4 Fostering a sense of community and belonging amongst SMSV members.

2.1.5 Serving as an academic and social hub for the congregation and professional development of SMSV members.

- 2.2 The property and income of the Society shall be applied solely towards the promotion of the Society's objectives and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objectives.

3 Membership

- 3.1 Membership shall be open to all persons subscribing to the objectives of the Society and paying the prescribed fee of AUD\$ 15.00. No restrictions shall be imposed on any person by virtue of religious, political beliefs, activities, sex, nationality, race or age. Membership is subject to approval by the Secretary and President. This may be rejected after in-detail review on a case-by-case basis and found to be within valid reason.

3.2 Target membership shall encompass all Singaporean Undergraduates in Victoria who are studying courses related to the health-care sector, all Singaporean health-care professionals working in Victoria; and undergraduates/post-graduates/graduates in Victoria regardless of background who wish to pursue electives or a career in the health-care industry in Singapore.

3.2 The Society shall provide for various classes of membership including:

3.2.1 Ordinary Membership

Ordinary Membership shall be open to all interested parties whom fulfil criteria stipulated in section 3.1 and 3.2. Ordinary members shall have access to all SMSV social and academic events and publications (unless otherwise stipulated by the Executive Committee). Ordinary members are not eligible to be present (unless formally invited as an 'Interviewee' by the Society secretary). Ordinary members are eligible to apply for Sub-committee or Executive Committee positions prior to the Annual Interviews (AI). Eligibility for the application of Executive Committee positions requires the member to have previously served at least 1 year in a Sub-committee.

3.2.2 Honorary Membership

Honorary membership of the Society may be conferred by the affirmative votes of at least 2/3 of the voting members (Executive Committee) at a General Meeting, on a person who has made a substantial contribution to the Society. Honorary members whom fulfil the criteria stipulated in section 3.1 and/or section 3.2 shall enjoy all the rights of ordinary members except the right to hold an appointment as a Society Office bearer.

3.2.3 Alumni Membership

All graduating members of SMSV will be automatically added into the alumni database unless explicit proof of exclusion is put forward by them. Alumni membership does not entail a membership fee.

3.3 The committee shall have the power to refuse membership to an applicant, where it is considered such membership would be detrimental to the aims, purposes or activities of the group.

3.4 **Revocation and Rejection**

3.4.1 A person may only have his/her Society membership revoked, or membership application rejected, by the affirmative votes of at least 2/3 of the voting members (Executive Committee) at a General Meeting if at least 7 days' written notice of the intention to move a motion of revocation/rejection has been served on the person, and she/he has been given a reasonable opportunity to speak to the motion.

3.4.2 A person whose Society membership has been revoked, or whose membership application has been rejected, may appeal to the Executive Committee within 14 days of the revocation/rejection, a written notice of appeal. The Committee's decision on the matter shall be binding on the Society.

4 **Executive Committee (Society Office Bearers) – Roles & Responsibilities**

4.1 **Eligibility Criteria**

4.1.1 A person shall be eligible to be a Society office bearer, or be elected a Society office bearer, if he/she is an ordinary member and has at least served 1 year in any one of the sub-committees with the exception of Missions and Deputy Missions Head, where criteria include having attended at least 1 mission program under SMSV.

4.1.2 Society office bearers shall only hold their respective appointments for 1 term (12 months).

4.1.3 Society office bearers who are currently in-term are eligible to re-apply for either their incumbent appointments or another executive committee appointment.

4.1.4 Society office bearers are only eligible for executive committee appointments for a maximum of 2 terms (24 months). A Society office bearer is ineligible to re-apply for an executive committee appointment once he/she has served a total of 2 terms. However, he/she will continue to be eligible for sub-committee positions.

4.2 President

Roles and responsibilities of the President include:

- 4.2.1 Protecting the interests of the association.
- 4.2.2 Monitoring and maintaining the span of control within each job role in the association.
- 4.2.3 Determining the needs of the association in accordance with Society's objectives and outlines the management plans to meet these needs.
- 4.2.4 Preparing, implementing and aligning assignments with specific objectives and priorities to meet the objectives of the Society as stipulated in Section 2.
- 4.2.5 Monitors/lists unfulfilled tasks and ensures completion.
- 4.2.6 Setting and advising committee member(s) of deadlines.
- 4.2.7 Maintains professional and personal relations with all important parties that can further the Society aims and objectives.
- 4.2.8 Finalizes and negotiates procurement contracts.
- 4.2.9 Submits an annual report to the Secretary and if need be, the committee for evaluation of association progress.
- 4.2.10 Presides as chair over committee meetings and General Meetings.

4.3 Vice President

Roles and responsibilities of the Vice President include:

- 4.3.1 Assists *Presidential* duties.
- 4.3.2 Assumes responsibility and command in the absence of the *President*.

- 4.3.3 Represents on behalf of the *President* in his/her absence at functions and events.
- 4.3.4 Renders services to fulfil uncompleted tasks and/or any other duties as highlighted by the President.
- 4.3.5 Considers committee needs (individual and collective).
- 4.3.6 Establishes and recommends changes to association structural change (e.g. Removal/addition of position titles, removal/change of associate members on committee, recruitment).
- 4.3.7 Provides event debriefs after evaluation.
- 4.3.8 Deals with any and all concerns-related issues within the committee and members of the association.
- 4.3.9 Serve as Society representative with external agencies and societies.

4.4 Secretary

Roles and Responsibilities of the Secretary include:

- 4.4.1 Central contact point for information dissemination amongst executive committee members.
- 4.4.2 Serve as primary liaison between the executive committee and external agencies.
- 4.4.3 Serve as primary POC ordinary members to liaise with executive committee.
- 4.4.4 Prepare faithful minutes of all association transactions at meetings.
- 4.4.5 Responsible for the confidential safekeeping of all minutes and reports submitted, membership data/details, constitution and other SMSV publications.
- 4.4.6 Liaise with Publicity Team regarding external/internal emails addressed to the society's executive committee (i.e. info.smsv.sg) and serve as society's spokesperson by crafting appropriate replies to said emails.
- 4.4.7 Prepares all letter correspondences to external parties on behalf of committee members and their duties.

4.4.8 Assist and advise the President and Vice President with regards to Society management.

4.5 Treasurer

Roles and Responsibilities of the Treasurer include:

- 4.5.1** Ensure correct accounts of all transactions are recorded, maintained, kept in order and lodged impartially and truthfully with proper established account controls.
- 4.5.2** Responsible for the safekeeping of bank statements, receipts, invoices, petty cash and the cheque book.
- 4.5.3** Responsible for the oversight of driving the Association's financial funding, and assets and liabilities.
- 4.5.4** Shall receive and disburse the monies of the Society.
- 4.5.5** Ensure that all debts accumulated are repaid in a timely manner.
- 4.5.6** Ensure that all expenses and transactions are provided in the form of cheques/cash and that all received monies are deposited in the Association's bank account.
- 4.5.7** Provides the association with an annual budget and monitors event(s) costs with a running chart based on provided timeline.
- 4.5.8** Administers procurement contracts e.g. equipment, rental, supply contracts.
- 4.5.9** Administers compensation and claims e.g. committee reimbursements, compensation/claims.
- 4.5.10** Submit an annual audited report and balance sheet to the *Secretary*, and if need be, the committee for evaluation of association progress.

4.6 Publicity Head

Roles and Responsibilities of the Publicity Head include:

- 4.6.1 Serve as the Webmaster and maintain the integrity of the SMSV website and emails (info@smsv.sg).
- 4.6.2 Maintains regular correspondence with all external network entities in conjunction with the External Liaison Officer (e.g. Australian/Victorian government agencies and offices).
- 4.6.3 Point of contact for representatives assisting and cooperating with SMSV.
- 4.6.4 Works with the *President* to establish communication channels.
- 4.6.5 Promote the Association, its mission statement and aims.
- 4.6.6 Prepares all promotional, advertising and campaign materials including posters, brochures, business cards, photos, souvenirs, show bags etc. and hands material over to *President* for final running, and editing.
- 4.6.7 Disseminate all activities/events and publicity material to the respective committee member(s) for processing.
- 4.6.8 Ensures a safely kept portfolio of all works/designs which have been used is accessible for the future.
- 4.6.9 Technical specialist in designing, maintaining and updating the Association's website(s)/ (interactivity) interface(s) e.g. blogs, online polls, chat forums etc. He/she shall ensure all current relevant Association news and information is correctly displayed online.
- 4.6.10 Will obtain all information, softcopies and requests with regards to Association interests from the Executive *committee members* to be electronically published online.
- 4.6.11 Responsible for the safekeeping of confidential electronic passwords, a copy of the electronic registration database(s) and the portfolio file of all materials publicized online.
- 4.6.12 Responsible for the account maintenance and access control of the Association's e-mail.

4.7 Events Head

Roles and Responsibilities of the Events Head include:

- 4.7.1 Overseeing the planning, logistics and execution of all the Society's activities, excluding activities not situated in Singapore or Victoria, Australia.
- 4.7.2 Assigning of tasks and provision of guidance to members of the Events Sub-Committee.
- 4.7.3 Review of the performance of members of the Events Sub-Committee.
- 4.7.4 Keeping the executive committee up to date with any activities planned.

4.8 Missions Head

Roles and Responsibilities of the Missions Head include:

- 4.8.1 Overseeing the planning, logistics and execution of the Society's activities involving travel beyond Singapore or Victoria, Australia.
- 4.8.2 Assigning of projects and provision of guidance to members of the Missions Sub-Committee.
- 4.8.3 Review of the performance of members of the Missions Sub-Committee.
- 4.8.4 Keeping the executive committee up to date with any activities planned.

4.9 Education Head

Roles and Responsibilities of the Education Head include:

- 4.9.1 Overseeing the development and cataloguing of academic resources for the benefit of members of the Society.
- 4.9.2 Assigning of tasks and provision of guidance to members of the Education Sub-Committee.
- 4.9.3 Review of the performance of the members of the Education Sub-Committee.
- 4.9.4 Keeping the executive committee up to date with any activities planned.

4.10 Melbourne University Representative

Roles and Responsibilities of the Melbourne University Representative include:

- 4.10.1** Being the main POC between the Society and members at The University of Melbourne.
- 4.10.2** Being responsible for the well-being and education matters concerning members at The University of Melbourne.
- 4.10.3** Overseeing operations and ensuring provision of guidance to members of the University of Melbourne Sub-Committee.
- 4.10.4** Reviewing and appraising the performance of the members of the University of Melbourne Sub-Committee.
- 4.10.5** Keeping the executive committee up to date with any activities planned.

4.11 Alumni Officer

Roles and Responsibilities of the Alumni Officer include:

- 4.11.1** Management of membership and mailing list of Singapore Medical Society of Victoria Alumni (SMSVA) including management of alumni@smsv.sg mailbox.
- 4.11.2** Serve as the primary point of contact for any SMSVA related issues.
- 4.11.3** Oversee and execute the development of SMSVA into an independent organization.
- 4.11.4** Oversee planning and execution of SMSVA social and academic events and collaborations with SMSV.

4.12 Events Deputy Head

Roles and Responsibilities of the Events Deputy Head include:

- 4.12.1** Assisting the Events Head with his/her duties as stipulated in Section 4.6.
- 4.12.2** Serving as Chief Liaison officer between Events sub-committee and executive committee in matters pertaining to welfare and performance of sub-committee.

4.13 Missions Deputy Head

Roles and Responsibilities of the Missions Deputy Head include:

4.13.1 Assisting the Missions Head with his/her duties as stipulated in Section 4.7.

4.13.2 Serving as Chief Liaison officer between missions sub-committee and executive committee in matters pertaining to welfare and performance of sub-committee.

4.14 Education Deputy Head

Roles and Responsibilities of the Education Deputy Head include:

4.14.1 Assisting the Education Head with his/her duties as stipulated in Section 4.8.

4.14.2 Serving as Chief Liaison officer between Education sub-committee and executive committee in matters pertaining to welfare and performance of sub-committee.

4.15 Publicity Deputy Head

Roles and Responsibilities of the Publicity Deputy Head include:

4.15.1 Assisting the Publicity Head with his/her duties as stipulated in Section 4.5.

5 Subscriptions

5.1 The Society shall charge a one-time subscription fee to the Society, which shall be set by the Society committee.

5.2 The subscription fee shall may be subject to change by a general meeting.

5.3 Members shall be entitled to full access to all Society events (unless otherwise stipulated by Society management).

5.4 Any person wishing to become a member shall submit an application in a manner dictated by the committee.

5.5 Each ordinary member's subscription shall expire upon graduation from their respective course and be naturally converted to an alumni membership.

6 Register of Society members

6.1 The Secretary, on behalf of the Society, must keep and maintain an up-to-date register of the members of the association, their date of birth, gender, university status and postal address. This register must be made available upon the request for inspection of a member of the association.

6.1.1 The register must be kept and maintained at the Secretary's place of residence or at a secured place as decided by the executive committee.

7 Powers of the Executive Committee

7.1 The administration of the Society shall be the responsibility of the committee.

7.2 The committee shall consist of all executive of the Society and not less than 5 and not more than 20 members.

7.3 The out-going executive committee members will be involved in the leadership renewal for the society.

7.4 Committee terms shall run for a period of 12 months.

7.5 The committee shall meet on at least 4 occasions per year.

7.6 The quorum shall consist of *at least one of the following 3 executive members: President, Vice President and Secretary*. If, at the end of thirty minutes after the time appointed in the notice for the opening of the meeting, shall there be no quorum, then the meeting shall stand and adjourned to a later date.

7.7 In the event of any position in the Executive Committee (except the Office of the President) or Sub-committee not being filled or vacated after the completion of leadership renewal for a given calendar year, the Executive Committee shall have the power to appoint a member to that office at a later date without reference to the members.

7.8 No person shall hold an executive committee position for more than two terms.

8 Sub-Committees

8.1 The executive committee shall oversee the running of four separate independent sub-committees – the Education Sub-Committee, the Events Sub-Committee, the Missions Sub-Committee and Melbourne University Sub-committee. The Education Head(s), Events Head(s), Missions Head(s) and Melbourne University Representative would be directly responsible for the management of their relevant sub-committee.

8.2 Eligibility and application

8.2.1 Members of the sub-committees shall be required to be members of the Society.

8.2.2 Any member of the society may apply to become members of any one sub- committee.

8.2.3 Acceptance into a sub-committee is subject to the approval of the executive committee.

8.2.4 The procedure of application shall be made known to all members of the Society through the Society's official internet website.

8.3 Any member of a sub-committee may apply to become a member of another sub-committee, subject to the approval of the executive committee. No member of the Society may be a member of two or more sub-committees, unless approval is granted by the executive committee.

8.4 The executive committee shall determine the optimal number of members of each sub-committee, with consideration of the needs of the Society.

8.5 The resignation of any member of the sub-committees shall be instituted by a letter of resignation to the relevant officer of the sub-committee, in addition to the Treasurer, General Secretary, Vice-President and President of the Society.

8.6 The executive committee shall review the performance of members of the sub-committees annually.

8.7 The executive committee may dismiss any member of a sub-committee on the grounds of poor performance.

8.8 The Events Sub-Committee

8.8.1 The Events Sub-Committee shall undertake planning, logistics and execution of all the Society's activities, excluding activities not situated in Singapore or Victoria. Members shall execute the tasks and adhere to the deadlines assigned to them by the Events Head.

8.9 The Missions Sub-Committee

8.9.1 The Missions Sub-Committee shall undertake planning, logistics and execution of the Society's activities involving travel locally or abroad. Members shall each take responsibility for one project, and shall be required to participate in the project themselves. Members shall execute the tasks and adhere to the deadlines assigned to them by the Missions Head.

8.10 The Education Sub-Committee

8.10.1 The Education Sub-Committee shall undertake the development and cataloguing of academic resources for the benefit of members of the Society. Members shall execute the tasks and adhere to the deadlines assigned to them by the Education Head.

8.11 The University of Melbourne Sub-Committee

8.11.1 The University of Melbourne Sub-Committee shall oversee the academic and social needs of SMSV members based in Melbourne University. Sub-committee members shall each take responsibility in ensuring that SMSV members based in Melbourne University are regularly updated on SMSV events and encouraged to participate in them. Sub-committee members

shall execute the tasks and adhere to the deadlines assigned to them by the Melbourne University Representative.

8.12 The Publicity Sub-Committee

8.12.1 The Publicity Sub-Committee shall undertake the development and maintenance of the Publicity efforts and campaigns for the benefit of members of the Society. In addition, they will assist the Publicity Head in serving as point-of-contacts for their respective year levels to assist in ensuring good outreach. Members shall execute the tasks and adhere to the deadlines assigned to them by the Publicity Head.

8.13 Sub-Committee Meetings

8.13.1 Meetings of members of the sub-committees shall be convened by the respective head, when deemed necessary.

8.13.2 Meetings shall be properly documented as minutes, and forwarded to the executive committee as deemed necessary by the head.

9.0 Leadership Renewal Process

9.1 For the Appointment of President and Vice-President:

9.1.1 Applicant eligibility and documents to be submitted

9.1.1.1 Applicant must have served a term of at least 12 months in the Executive Committee to be eligible to run for President or Vice President. Candidates who have served 24 months in a Sub-committee are eligible to run for Vice President only.

9.1.1.2 Applicants to submit CV with a particular emphasis on contributions to SMSV.

9.1.1.3 Applicants to submit a short write-up (Maximum 150 words) to be placed on the online voting portal.

9.1.1.4 Applicants to submit a campaigning video (Maximum 2 minutes) to be placed on the SMSV website.

9.1.1.5 Photo of the applicant to be submitted which would be uploaded onto the online voting portal.

9.1.2 Selection Process

9.1.2.1 50% of the selection would be derived from ordinary members voting.

9.1.2.2 50% of the selection would be derived from the interview.

9.1.2.3 Scores from both the voting and interviews will be compiled together and the applicant with the highest score would be appointed.

9.1.2.4 Scores from both the voting and interviews will be compiled together and the applicant with the highest score would be appointed.

9.1.2.5 Scores from both the voting and interviews will be compiled together and applicant with the highest score would be appointed.

9.1.2.6 In the event of a tie between applicants, the interview panel will make the final decision.

9.1.2.7 President and Vice President selection processes are independent of each other (i.e. points from President selection process will not be carried over to the Vice President selection process).

9.1.2.8 Scores will only be tallied by the Returning Officer and approved by the highest-ranking outgoing office-bearer.

9.1.3 Voting Process

9.1.3.1 Ordinary members will vote for the applicants via an online portal.

9.1.3.2 Short write-up and photo of each applicant will be available on the portal.

9.1.3.3 Voting process will conclude prior to the interviews.

9.1.3.4 Points would be awarded as such:

e.g. If there are 3 candidates applying for the position:

Top candidate: 3 pts

2nd candidate: 2 pts

3rd candidate: 1 pt

If there are 4 candidates applying:

Top candidate: 4 pts

2nd candidate: 3 pts

3rd candidate: 2 pt

4th candidate: 1pt

9.1.4 Interview

9.1.4.1 Interviews would entail scenario-based questions and administrative questions.

9.1.4.2 Once the interviews are completed, each member of the interview panel will score the applicants as such.

e.g. If there are 3 candidates applying for the position:

Top candidate: 3 pts

2nd candidate: 2 pts

3rd candidate: 1 pt

9.1.4.3 Returning Officer will then tally the scores from each member of the interview panel and the candidates would be scored once again accordingly.

e.g. If there are 3 candidates applying for the position:

Top candidate (received the most points from the interview panel): 3 pts

2nd candidate: 2 pts

3rd candidate: 1 pt

9.2 For the Appointment of the Secretary, Treasurer and Department Heads:

9.2.1 Applicant Eligibility and documents to be submitted

9.2.1.1 Applicant must have served a term of at least 12 months in any sub-committee.

9.2.1.2 Applicants to submit CV with a particular emphasis on contributions to SMSV.

9.2.2 Selection Process

9.2.2.1 100% of the selection is derived from interviews.

9.2.2.2 Polling from ordinary members to guide the decision of the interview panel.

9.2.3 Polling

9.2.3.1 Polling to be concluded prior to interviews.

9.2.3.2 Ordinary members to vote the following options for the candidates:

- recommend (with reason)
- equivocal (with reason)
- object (with reason)

9.2.3.3 Polling is done with the purpose of guiding the interview panel in making a decision.

9.2.4 Interview

9.2.4.1 Interviews will entail scenario-based questions and administrative questions.

9.2.4.2 Poll results will be provided to the interview panel to guide them with their decision.

9.2.4.3 Once the interviews are completed, each member of the interview panel will score the applicants as such.

e.g. If there are 3 candidates applying for the position:

Top candidate: 3 pts

2nd candidate: 2 pts

3rd candidate: 1 pt

9.2.4.4 Returning Officer will then tally the scores and the candidate with the most points would be appointed.

9.3 For the appointment of Subcommittee Member:

9.3.1 Selection criteria and documents to be submitted

9.3.1.1 Applicant must be an Ordinary member.

9.3.1.2 Applicants to submit CV with a particular emphasis on contributions to SMSV.

9.3.2 Selection Process

9.3.2.1 100% of the selection is derived from interviews

9.3.2.2 Polling from Ordinary members to guide the decision of the interview panel

9.3.3 Polling

9.3.3.1 Polling to be concluded prior to interviews.

9.3.3.2 Ordinary members to vote the following options for the candidates:

- recommend (with reason)
- equivocal (with reason)
- object (with reason)

9.3.3.3 Polling is done with the purpose of guiding the interview panel in making a decision.

9.3.4 Interview

9.3.4.1 Interviews will entail scenario-based questions and administrative questions.

9.3.4.2 Poll results will be provided to the interview panel to guide them with their decision.

9.3.4.3 Once the interviews are completed, each member of the interview panel will score the applicants as such.

e.g. If there are 3 candidates applying for the position:

Top candidate: 3 pts

2nd candidate: 2 pts

3rd candidate: 1 pt

9.3.4.4 Returning Officer would then tally the scores and the candidate with the most points would be appointed.

9.4 Other Matters:

9.4.1 Voting/polling

9.4.1.1 Web interface for voting and polling will be made available to the Ordinary members to act on 2 weeks prior to the interviews.

9.4.1.2 It will close three (3) days prior to the interviews (tentative 27th Aug – 7th Sept).

9.4.1.3 COMPULSORY voting for the appointment of President and Vice President.

9.4.2 Interviews

9.4.2.1 It will be held over 2 days.

9.4.2.2 1st day: Interviews for executive positions and University of Melbourne
→ 1 interview room.

9.4.2.3 2nd day: Interviews for sub-committee positions

→ 4 separate rooms, 1 for each subcommittee.

→ Each room would have their respective officers running the interviews with either the President, Vice President, Treasurer or Alumni in it.

9.4.2.4 No group interviews will be held.

9.4.3 Results:

9.4.3.1 Outcome of the application process and results will be made available to the Society one (1) week after the interviews.

9.4.4 Returning Officer:

9.4.4.1 The incumbent Secretary of that year will be appointed as the Returning Officer responsible for the year's election if not running for a position the following year.

9.4.4.2 A Returning Officer will be appointed by the Executive Committee should the Secretary be unavailable.

9.4.4.3 Returning Officer is the point of contact for all matters relating to the selection process.

9.4.4.4 This leadership renewal process will be supervised by the highest-ranking outgoing office-bearer.

9.4.5 Social Media Policy

9.4.5.1 Applicants for President and Vice President would be allowed to make a campaign video and include a short write-up. This would be publicized on the SMSV website.

9.4.5.2 Applicants for President and Vice President would not be allowed to campaign on Facebook groups or on their personal Facebook profile. No individual postings on each of the year level Facebook groups for matters

pertaining to campaigning is permitted. All campaigning would be done through the SMSV website.

9.4.5.3 SMSV will be regularly updating and redirecting ordinary members to the SMSV website for all matters regarding campaigning.

9.4.5.4 Applicants are not allowed to run as a group.

9.4.5.5 Applicants are not allowed to criticize or banter other applicants.

10 Appointment to the office of the President

10.4.4 Each newly appointed office-bearer shall read and sign the constitution before he/she is allowed to take up office.

10.4.5 In the event that the Presidential post is vacant (either due to illness or mutual resignation), the order of interim succession (till next executive committee meeting) is as listed:

1. Vice President
2. Secretary
3. Treasurer

11 Term of Office of the Executive Committee

11.1 Minimum and maximum term of office

11.1.1 Office-bearers shall serve a term no shorter than 12 months commencing on the date of appointment, as stipulated in their letter of appointment.

11.1.2 Upon completion of the minimum term of 12 months, office bearers may choose to continue their term by re-applying for that position subject to

approval by incumbent executive committee, for a total term of office no longer than 24 months.

11.2 Commencement of term of office

11.2.1 The terms of office of newly appointed office-bearers shall only commence upon the culmination of the terms of out-going office-bearers.

11.3 Retirement

11.3.1 Office-bearers who have completed the maximum term of 24 months shall retire from the executive committee.

11.4 Resignation

11.4.1 Office-bearers wishing to resign from the executive committee prior to completion of the minimum term of 12 months shall be required to provide a written letter of resignation to the executive committee clearly stating the reasons for resignation.

11.5 Termination

Office-bearers may have their appointment to the executive committee terminated through any of the following procedures:

11.5.1 A unanimous decision of all other office-bearers, with the reason(s) for termination provided in writing to the individual terminated.

11.5.2 The affirmative votes of at least two-thirds of the voting members at an Executive Committee meeting, after written notice of the intention to move a motion to remove the office-bearer has been served on the executive committee.

11.5.3 Office-bearers shall be given reasonable opportunity to speak out in their own defence.

11.6 Culmination of term of office

The term of office shall end for any office-bearers upon:

11.6.1 Retirement, pursuant to section 11.3 of this constitution.

11.6.2 Resignation, pursuant to section 11.4 of this constitution.

11.6.3 Termination, pursuant to section 11.5 of this constitution.

11.6.4 Graduation from their current course of study, or in any circumstance that leads to the cessation of their current course of study.

11.6.5 Any circumstance not provided for in this constitution that prevents them from effectively conducting their duties as office-bearers.

11.7 Change of office

Office-bearers may elect to undertake a different office in the executive committee only after completion of a minimum term of 12 months, subject to consensus within the executive committee. He/she shall serve for a total term of no longer than 24 months commencing on the date of his/her first appointment to the executive committee, regardless of the change in office.

12 Executive Committee meetings (ECM)

12.1 The committee shall meet for ECMs meetings as determined by the President.

12.2 The President, or in his/her absence, the Vice President/Secretary, shall preside at the committee meetings.

12.3 The quorum shall consist of *at least one of the following 3 executive members: President, Vice-President and Secretary*. If, at the end of thirty minutes after the time appointed in the notice for the opening of the meeting, there shall be no quorum, then the meeting shall stand and adjourn to a later date.

13 Extraordinary General meetings (EGM)

13.1 Extraordinary General meetings may be called in one of the following ways:

13.1.1 By resolution of the committee.

13.1.2 By written requisition of at least 55 members of the Society.

13.2 The secretary shall, as soon as practicable, call a special meeting of the committee upon receiving the written requisition of *at least 55* members, and the EGM special meeting shall be held no later than twenty-eight (28) days following receipt of such a request.

13.3 The President, or in his/her absence, the Vice President, shall preside at the general meetings.

13.4 In the absence of the President or Vice President, the committee shall elect any executive committee member to preside.

14 Notice of meetings

14.1 Fourteen (14) days' notice shall be given for the AI by electronic format to all members.

14.2 Fourteen (14) days' notice shall be given for an extraordinary general meeting (EGM) by electronic format to all members.

14.3 Five (5) days' notice shall be given of a committee meeting in any manner convenient to the committee.

14.4 The secretary shall give to all committee members written notice of all meetings of the committee at least two days before the date fixed for the holding thereof, together with an agenda.

15 Minutes of meetings

15.1 The Secretary, or in his/her absence, another committee member, shall keep minutes of all general meetings.

15.2 Minutes of all meetings shall be open to inspection by any member at a time and place convenient to the *Secretary*.

16 Finance

16.1 The committee shall ensure true accounts are kept of the monies received and expended.

16.2 A balance sheet containing a summary of assets and liabilities of the Society, together with a statement of income and expenditure for the preceding year shall be made out and submitted to the next annual general meeting.

16.3 The authority to access any bank accounts shall rest with the President, Vice-President and Treasurer. Withdrawal of funds for purpose of SMSV activities will require the consent of at least 2 of the said office bearers.

16.4 Official SMSV Banking Details

16.4.1 Commonwealth Bank Account

Account holders: K Sathisvaran, Prasad Palanisamy, Jonathan Lim

BSB: 063 238

Account Number: 1044 1410

16.4.2 POSB Joint Savings Bank Account

Account holders: K Sathisvaran, Prasad Palanisamy, Jonathan Lim

Bank code: 7171

Branch code: 081

Account number: 149-50692-6

17 Income and property

17.1 The income and property of the Society shall be applied solely towards the promotion of objectives of the Society.

17.2 No portion of the income or property shall be paid, transferred or distributed directly or indirectly to the members of the Society, provided that nothing shall prevent the payment in good faith or remuneration in return for services actually rendered to the Society.

17.3 Excess funds following an SMSV event (e.g. fund-raisers, orientation camps etc.) are to be forwarded to the *Treasurer* for documentation and subsequent transfer into the Society's bank account.

18 Inspection of records

18.1 A member may at any reasonable time may inspect without charge, the books, documents, records and securities of the Society.

19 Changing the constitution

19.1 No alteration, addition or amendment of this constitution shall be made unless and until carried by a resolution at any executive committee meeting called for such a purpose. Alternation, addition of adjustment of the constitution may be made by a majority of at least two thirds of the Executive members present.

19.2 Notice of the proposed alternation, addition or amendment shall be given out to the members within 180 days.

20 Distribution of surplus property on dissolution of the Society

20.1 If upon the winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the members, or former members. The surplus property must be given or transferred to another association incorporated under the Act which has similar objects and which is not carried out for the purposes of profit or gain to its individual members, and which association shall be determined by resolution of the members.

21 Adoption of the Constitution

This constitution was adopted by the members present at the ECM held on 16/08/2016.

Signed



Mr. Sathisvaran Kanavathy
President



Mr. Prasad Palanisamy
Vice President



Ms. Nicolea Tan
Secretary