CONSTITUTION OF THE SINGAPORE STUDENTS’ ASSOCIATION  
AT THE UNIVERSITY OF MICHIGAN, ANN ARBOR

Article I: Nomenclature  
1. The name of the organization will be Singapore Students Association at the University of Michigan. This is abbreviated as SSA.  
2. Committee refers to all members lawfully elected by the SSA for the current term of office.  
3. Members refer to all members of the SSA including the committee members.  
4. A formal letter refers to a typed letter that has been signed by the individual(s) involved.

Article II: Objectives  
1. To represent Singaporeans at the University of Michigan.  
2. To act as a liaison between Singaporean students at the University and the Singapore Embassy or other official Singaporean organizations in the USA.  
3. To promote Singapore and its culture to other students at the University.  
4. To provide potential Singaporean students with information regarding the university and to assist all new Singaporean students in their settling in process at the university.  
5. To liaise and cooperate with the Michigan Alumni in Singapore.  
6. To provide activities and services for Singaporean students so that they can identify with the SSA and so that Singaporeans in the university have a chance to interact with one another.

Article III: Membership  
1. Membership is open to all Singaporeans and non-Singaporeans.  
2. No member will be discriminated against due to gender, race, language, religion or any personal disability. In addition, no member will be discriminated against due to nationality.
3. A membership fee will be collected annually. The exact figure is to be determined by each committee on an as per required basis. For members who join during school terms, the amount collected will be pro-rated.

**Article IV: Organization**

1. The association will comprise of the general members and a committee that is elected on a yearly basis by the members.

2. As a general guideline, the committee should comprise of around 10% of the total membership. The committee should comprise of at least three persons.

3. A President will head the committee, and a Treasurer and a Secretary shall assist him or her.

4. The rest of the committee members (if any) will complete the committee. Roles for these will be assigned as per needed.

**Article V: Election Proceedings**

1. **Framework**
   1.1. An election is to be held annually to elect the committee.
   1.2. A general meeting will be held to conduct this election.
   1.3. The committee must consist of at least a President, Secretary, and Treasurer for it to be legitimate.
   1.4. The committee may include any number of people in addition to the President, Secretary, and Treasurer, provided the size of the committee does not exceed 10% of the total member strength.
   1.5. The outgoing committee will define and decide the number of posts to be elected.

2. **Nominations**
   2.1. A nominee must be a member of the association, one month prior to the start of elections.
   2.2. Any member may self-nominate or be nominated for any post in the committee.
   2.3. The President must be a Singapore Citizen or Singapore Permanent Resident.
   2.4. Nominations must be seconded to be valid.
2.5. Members may decline nominations.

3. **Attendance and Validity**
   3.1. Only individuals who are members at least one month prior to election day, are eligible to vote.
   3.2. The election may only begin if at least 60% of the registered members are present.
   3.3. Each committee post must be voted upon by at least 60% of the registered members for it to be legitimate.
   3.4. All committee posts must be legitimate for the entire committee to be legitimate.
   3.5. In the event that the elected committee is not legitimate, as per Article V Section 3 Clause 3 above, another general meeting must be called, no later than 2 weeks from the date of the first election.
   3.6. Should this meeting also fail to meet the required member turnout (ie 60% of registered members), a committee will be elected from the present member turnout, without any consideration for the 60% validity rule (as per Article V Section 3 Clause 2). This committee shall be no different from any other committees.
   3.7. Any objections to the new committee, or electoral process, must be raised within one week of the election.
   3.8. All members are entitled to one and only one vote per committee post.
   3.9. There will be no voting by proxy. All voters must be present at the election to cast their vote.
   3.10. A nominated member may cast a vote for the committee post that he or she is nominated for.

4. **Procedure**
   4.1. A secret ballot will be conducted for each committee post.
   4.2. The result(s) will be tabulated and announced at the end of each ballot.
   4.3. General members must be informed of the new committee's organization within 1 week of the election.
Article VI : Rights and Responsibilities of Members

1. Members are to inform the committee of any changes in address, telephone number and email addresses so as to facilitate the maintenance of an updated contact list.

2. All members have the right to vote or to abstain from voting at the annual general elections.

3. Every member is entitled to a copy of the SSA newsletter/publication and the SSA contact list. They are also to have free access to all material sent to the SSA by other bodies and organizations.

4. Members have the right to request for a copy of the committee meeting minutes and for updated financial data. This is done through a written letter addressed to the committee. The committee will have 2 weeks to respond with the material required.

5. All members have the right to participate in any event organized by the SSA.

Article VII : Rights and Responsibilities of the Committee

1. The committee has to ensure that all decisions and actions made by them are for the well being of the SSA and its members and in accordance with the objectives of the SSA. (See Article I)

2. The committee has the responsibility to represent the SSA and the right to speak or act on its behalf when dealing with external bodies.

3. The committee has the right to solicit help from general members with regard to specific projects so long as these members are willing to help.

4. In the case that any committee member wishes to resign, that person will have to seek the approval of the other committee members via a formal letter. This letter will also be forwarded to all general members. The letter must explain the reason for the resignation.

5. In the event that any committee member is unable to carry out his/her duties, a formal letter explaining why this is so must be forwarded to all general members.
6. In the event of Paragraph 5 or 6, a by-election may then be conducted at the
discretion of the current committee. Alternatively, the committee may re-elect
another member from within the current committee to fill the empty position.

Article VIII : Rights and Responsibilities of the President
1. The President is to ensure that updated minutes of the committee meetings and
financial reports are made available to members at least once every Fall and
Winter term.
2. The President is to preside over all committee meetings. He/She is to ensure that
the meetings are conducted in an orderly manner. He/She is to arbitrate in any
disputes arising within the committee.
3. In the event that the committee is spilt as to what course of action to take, the
President’s decision will be taken. This is with the exception of anything that is
explicitly stated in the constitution.

Article IX : Vote of No Confidence
1. If a committee member is unable to perform his/her duties up to the expectation of
the rest of his peers or if the rest of the committee finds him/her unsuitable for the
post, he/she may be issued with a formal letter informing him/her of his/her
unsuitability. This letter has to be unanimously endorsed by all the other
committee members.
2. The incumbent committee member will then have 30 days to take corrective
measures. By the end of this period, the rest of the committee will take a vote to
decide on whether the measures taken are sufficient. The incumbent will have to
resign if a 2/3 majority still feel he/she should.
3. All members will be informed about the petition and also about the outcome of
the voting within 1 week of the event.
4. The committee may then proceed to replace the member following the rules
stipulated in Article VII – Para 5,6.
Article X : Amendments to Constitution

1. Any member may initiate an amendment to the constitution. The proposal must come in the form of a formal letter addressed to the society.

2. The proposal must then be approved by 2/3 of the committee before it is endorsed for open ballot. However, should the committee decide not to endorse it, the committee will have to write a formal letter to the proposer explaining the reasons why it was not endorsed.

3. Alternatively, the proposal for an amendment will bypass the committee’s approval if it has at least 20% of the members’ approval. In such a case, the proposal will automatically be endorsed for open ballot.

4. Once a proposal has been endorsed, an open ballot will be held at the next general meeting to validate the amendment.

5. Amendments will be made only if at least 2/3 of the voters present endorse it. (Note: A voter turnout of at least 60% of total membership is still required).

Revised by Zhiyang Tan
Vice President
Sept 2002

Revised by Jim Tay Kok Hou
Vice President
Jan 2001

Drafted by Lim Der Shing
Committee member
Jan 1998