

CONSTITUTION OF NATIONAL UNIVERSITY OF SINGAPORE
ASTRONOMICAL SOCIETY

NAME

1 This Society shall be known as the “National University of Singapore Astronomical Society”, hereinafter referred to as the “Society”.

PLACE OF BUSINESS

2 Its place of business shall be at “Yusof Ishak House, 10 Kent Ridge Crescent, Singapore 119260” or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies. The Society shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

OBJECTS

- 3.1 Its objects are:
- a To promote an interest for astronomy in Singapore, with a focus on students and staff of the National University of Singapore.;
 - b To organize excursions, talks and film shows and other activities in the campus and to cooperate with other astronomical societies in Singapore in activities which are related to the field of astronomy.

MEMBERSHIP QUALIFICATION AND RIGHTS

4.1 Membership shall comprise of the following categories:

Ordinary Membership

- a Ordinary Membership is open to all full-time matriculated undergraduates and postgraduates of the University. Only Ordinary Members above 16 years of age shall have the rights to vote and hold office in the Society.

Associate Membership

b. Associate Membership is open to any individual, including former Ordinary Members of the society who have graduated from the University. Associate Members shall have no rights to vote and hold office in the Society.

Honorary Membership

c. Honorary Membership may be conferred on any professional in Astronomy who have made significant contributions to the Society. Honorary Members shall have no rights to vote and hold office in the Society.

Patrons

d. The Committee may invite persons distinguished in public life to be Patrons of the Society. Patrons shall have no rights to vote and hold office in the Society.

Advisors

e. The Committee may appoint Advisors to the Society who are prominent in the field of astronomy. Advisors shall have no rights to vote and hold office in the Society.

APPLICATION FOR MEMBERSHIP

5.1 A person wishing to join the Society should submit his particulars to the Hon. General Secretary on a prescribed form, in writing or electronically as recommended by the Hon. General Secretary.

5.2 The Committee will decide on the application for membership.

5.3 An copy of the Constitution shall be furnished electronically to every approved member.

Resignation

5.4 Any member may at any time terminate his membership by notification in writing to the Hon. General Secretary. Any office-bearer resigning from his office shall tender his resignation in writing and shall not be deemed to have resigned until his resignation is accepted.

ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

6.1 There shall be no entrance fee payable for all members.

6.2 The Committee shall have the right to impose/amend subscription fees for Ordinary and Associate Members, including the fee structure for multi-year memberships. Any amendment to these subscription fees must be communicated to all members at least 2 weeks in advance, through electronic or non-electronic means.

Honorary Members, Patrons and Advisors shall not be required to pay any subscription fee.

6.3 Annual subscriptions are payable in advance within the first month of the year. If a member falls into arrears with his subscription or other dues, he shall be informed immediately by the Hon Treasurer. If he fails to settle his arrears within 4 weeks of their becoming due, the President may order that his name be posted on the Society's notice board and that he be denied the privileges of membership until he settles his account. If he falls into arrears for more than 3 months, he will automatically cease to be a member and the Committee may take legal action against him provided that they are satisfied that he has received due notice of his debts. Any defaulted member may however apply for re-admission, and on re-admission he shall pay all arrears.

6.4 Any additional fund required for special purposes may only be raised from members with the consent of the general meeting of the members.

SUPREME AUTHORITY AND GENERAL MEETINGS

7.1 The supreme authority of the Society is vested in a General Meeting of the members presided over by the President.

7.2 An Annual General Meeting shall be held within 6 weeks of the first Monday in August.

7.3 At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than 25% of the total voting membership or 25 voting members, whichever is the lesser, and may be called at anytime by order of the Committee. The notice in writing shall be given to the Hon. General Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within 2 months from receiving this request to convene the Extraordinary General Meeting.

7.4 If the Committee does not within 2 months after the date of the receipt of the written request proceed to convene an Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving 10 days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Society's notice board.

7.5 At least 2 weeks' notice shall be given of an Annual General Meeting and at least 10 days' notice of an Extraordinary General Meeting. Notice of meeting stating the date, time and place of meeting shall be sent by the Hon. General Secretary to all voting members. The particulars of the agenda shall be posted on the Society's notice board 4 days in advance of the meeting.

7.6 Unless otherwise stated in this Constitution, voting by proxy shall not be allowed at all General Meetings.

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

- a The previous financial year's accounts and annual report of the Committee.
- b Where applicable, the election of office-bearers and Honorary Auditors for the following term.

7.8 Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice to the Hon. General Secretary one week before the meeting is due to be held.

7.9 A quorum will be formed for a General Meeting if at least one third (1/3) of the total voting membership is present or 25 voting members, whichever is the lesser. Proxies shall not be constituted as part of the quorum.

7.10 In the event of there being no quorum at the commencement of a General 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 amend any of the existing Constitution.

MANAGEMENT AND COMMITTEE

The administration of the Society shall be entrusted to a Committee consisting of 12

members to be elected to various posts at each Annual General Meeting, these posts shall be, but not exclusively:

A President

2 Vice-Presidents

A Honorary General Secretary

An Assistant Honorary General Secretary

A Honorary Treasurer

An Assistant Honorary Treasurer

5 Ordinary Committee Members

8.2 Names for the above offices shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. All office-bearers, except the Hon Treasurer and Assistant Hon Treasurer may be re-elected to the same or related post for a consecutive term of office. The term of office of the Committee is 1 year.

8.3 No member who is not present at a General Meeting shall be elected to any office of the Society unless reasons of absence together with consent to stand for election for specified posts be previously communicated to the Honorary General Secretary in writing.

8.4 Election will be either by show of hands or, subject to the agreement of the majority of the voting members present, by a secret ballot. In the event of a tie, the Chairman of the meeting shall have a casting vote.

8.5 A Committee Meeting shall be held at least once every 2 months after giving seven days' notice to Committee Members. The President may call a Committee Meeting at any time by giving five days' notice. At least two-thirds (2/3) of the Committee Members must be present for its proceedings to be valid. In the event of the required number not being present, another meeting shall be called within one week, but not earlier than 72 hours of the postponement when, irrespective of the number of Committee members present, the business fixed for the previous meeting shall be considered.

8.6 Any member of the Committee absenting himself from three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee and a successor may be co-opted by the Committee to serve until the next Annual General Meeting. Any changes in the Committee shall be notified to the Registrar of Societies within two weeks of the change.

8.7 The duty of the Committee is to organise and supervise the daily activities of the Society. The Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and always remains subordinate to the General Meetings.

8.8 The Committee has power to authorise the expenditure of a sum not exceeding \$500/- in a single transaction or a sum not exceeding \$1500/- annually from the Society's funds for the Society's purposes.

8.9 The Committee shall have the power to appoint any committee or sub-committee and to delegate to them such powers and duties as they may determine.

8.10 Candidates for the posts of President and Vice Presidents must have been enrolled in the National University of Singapore for at least 1 Academic Year

DUTIES OF OFFICE-BEARERS

9.1 The President shall chair all General and Committee meetings. He shall make provisional decisions in matters of urgency and shall be answerable to the Committee for such decisions made. He shall also represent the Society in its dealings with outside persons and shall be responsible for the participation of the Society in Student's Union activities as the Committee deems fit.

9.2 The Vice-Presidents shall assist the President and deputise for him in his absence.

9.3 The Hon General Secretary shall keep all records, except financial, of the Society and shall be responsible for their correctness. He will keep minutes of all General and Committee meetings. He shall maintain an up-to-date Register of Members at all times.

9.4 The Assistant Hon General Secretary shall assist the Hon. General Secretary and deputise for him in his absence.

9.5 The Hon Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Society and shall keep an account of all monetary transactions and shall be responsible for their correctness. He shall receive all applications for grants from sub-committees. He is authorised to expend up to \$100/- per month for petty expenses on behalf of the Society. He will not keep more than \$100/- in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee. Cheques, etc. for withdrawals from the bank will be signed by the Hon Treasurer and either the President or the Vice-President or the Hon. General Secretary.

9.6 The Assistant Hon Treasurer shall assist the Hon Treasurer and deputise for him in his absence.

9.7 Ordinary Committee Members shall assist in the general administration of the Society and perform duties assigned by the Committee from time to time.

AUDIT AND FINANCIAL YEAR

10.1 Two voting members, not being members of the Committee, shall be elected as Honorary Auditors at each Annual General Meeting and will hold office for a term of 1 year only and shall not be re-elected for a consecutive term.

10.2 They:

- a Will be required to audit each year's accounts and present a report upon them to the Annual General Meeting.
- b May be required by the President to audit the Society's accounts for any period within their tenure of office at any date and make a report to the Committee.

10.3 The financial year shall be from 1st August to 31st July.

TRUSTEES

11.1 If the Society at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.

11.2 The trustees of the Society shall:

- a Not be more than 4 and not less than 2 in number.
- b Be elected by a General Meeting of members.
- c Not effect any sale or mortgage of property without the prior approval of the General Meeting of members.

11.3 The office of the trustee shall be vacated:

- a If the trustee dies or is deemed to be of unsound mind.
- b If he is absent from the Republic of Singapore for a period of more than one year.
- c If he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.

d If he submits notice of resignation from his trusteeship.

11.4 Notice of any proposal to remove a trustee from his trusteeship or to appoint a new trustee to fill a vacancy must be given by posting it on the notice board in the Society's premises at least two weeks before the General Meeting at which the proposal is to be discussed. The result of such General Meeting shall then be notified to the Registrar of Societies.

11.5 The address of each immovable properties, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

VISITORS AND GUESTS

12.1 Visitors and guests may be admitted into the premises of the Society but they shall not be admitted into the privileges of the Society. All visitors and guests shall abide by the Society's rules and regulations.

PROHIBITIONS

13.1 Gambling of any kind, whether for stakes or not, is forbidden on the Society's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.

13.2 The funds of the Society shall not be used to pay the fines of members who have been convicted in Court.

13.3 The Society shall not engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.

13.4 The Society shall not attempt to restrict or interfere with trade or make directly or indirectly any recommendation to, any arrangement with its members which has the purpose or is likely to have the effect of fixing or controlling the price or any discount, allowance or rebate relating to any goods or service which adversely affect consumer interests.

13.5 The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

13.6 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 unless with the prior approval of the relevant authorities.

13.7 The Society shall not raise funds from the public for whatever purposes without the prior approval in writing of the Head, Licensing Division, Singapore Police Force and other relevant authorities.

AMENDMENTS TO CONSTITUTION

14.1 No alteration or addition/deletion to this Constitution shall be made except at a general meeting and with the consent of two-thirds of the voting members present at the General Meeting, and they shall not come into force without the prior sanction of the Registrar of Societies and the Office of Student Affairs.

14.2 The proposed amendments to the Constitution shall be made in writing to the Honorary General Secretary at least 14 days before the General Meeting.

INTERPRETATION

15 In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, the Committee shall have power to use their own discretion provided that 70% of the members of the Committee consent to these arrangements. The decision of the Committee shall be final unless it is reversed at a General Meeting of members where the issue is raised not later than 2 years following the said interpretation.

DISPUTES

16 In the event of any dispute arising amongst members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with this Constitution. Should the members fail to resolve the matter, they may bring the matter to a court of law for settlement.

DISSOLUTION

17.1 The Society shall not be dissolved, except with the consent of not less than $\frac{3}{5}$ of the total

voting membership of the Society for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose.

17.2 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 will be disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.

17.3 A Certificate of Dissolution shall be given within seven days of the dissolution to the Registrar of Societies.