

National University of Singapore Psychology Society Constitution

Name

1. The name of the Society shall be “National University of Singapore Psychology Society”, hereinafter referred to as the “Society”.

Place of Business

2. Its place of business shall be the “AS4 9 Arts Link, #02-07, Department of Psychology, Faculty of Arts and Social Sciences, National University of Singapore, Singapore 117570”. The Society shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

Aims and Objectives

- 3.1 Its aims and objectives are:

- To promote and encourage the study of the social sciences with particular emphasis on Psychology by means of :
 - i. Forums, talks, seminars, exhibitions, documentary film shows etc, organized in co-operation with related societies
 - ii. Suitable programmes to introduce students into the course of psychology.
- To inculcate social consciousness by participation in activities promoting Psychology and social welfare on a campus, national and international level.
- To promote the well-being of members by means of :
 - i. Organizing social and recreational activities to foster co-operation and goodwill;
 - ii. Organizing programmes and study tours to widen the horizon and experience of Psychology students.

- 3.2 In furtherance of the above objectives, the Society shall exercise such other

functions deemed feasible and desirable to realize its aims from time to time.

Membership Qualification and Rights

4.1 The Society shall welcome all students and staff of the National University of Singapore (NUS) as its members. This implies that both undergraduates and graduates would be welcomed as long as they are full-time students of NUS. The membership, once approved, would be a life-time membership. Staff of NUS will retain life-time membership even after leaving NUS.

4.2 Membership Rights

Only members would be invited to join the Society's mailing list to ensure that they are kept abreast with the latest events, announcements, and other useful information that the Society may send out.

- ii. Most events organised by the Society would see to ensure that members have priority entry in the event of overwhelming demand. Members who register earlier for the said event would be prioritised over members who have registered later.
- iii. All members shall be entitled to vote during the Annual General Meeting.
- iv. Only members are eligible to hold office and they must fulfil the requirements set out in 8.2 and are currently enrolled as undergraduates in NUS. They would also be eligible to be co-opted into the Executive Committee or the sub-working committee at the behest of the Society.

4.3 Withdrawal of Membership

- i. A person wishing to withdraw their membership from the Society should inform the Honorary-General Secretary either in email or in writing, and then fill in a prescribed form, acknowledging and accepting all of the below consequences:
 - i. Withdrawal of membership will result in all personal data previously submitted during the application of membership to be deleted and destroyed from the Society's database within 1 week of the withdrawal application.
 - ii. Withdrawal of membership will result in the person in question no longer receiving any updates regarding the Society's relationship with the individual, including but not limited to: any changes to executive committee, any changes in the Society's Constitution, dissolution of the Society.
 - iii. Withdrawal of membership will render the membership card and membership number void permanently.

- iv. Withdrawal of membership will not result in previously submitted event data to be deleted and destroyed.
- v. Should a person wish to become a member after successfully withdrawing their membership, the person will be liable to all procedures outlined in Clauses 4, 5 and 6. The person will also no longer be entitled to the same membership number that was conferred to the person previously.

Application for Membership

- 5.1 A person wishing to join the Society should submit his/her required particulars to the Honorary-General Secretary on a prescribed form.
- 5.2 Membership is to be confirmed by the Executive Committee.
- 5.3 A copy of the Constitution shall be furnished to every approved member upon their request.

Subscription and Other Dues

- 6.1 The subscription fee shall be determined by the recommendation from the Executive Committee during the General Meeting from time to time.
- 6.2 A one-time subscription fee would be payable upon approval of the membership.
- 6.3 If a member falls into arrears with his/her subscription or other dues, he/she shall be informed immediately by the Treasurer. If he/she fails to settle the arrears within one month after being served with the first notice by the Treasurer, the President may order that he/she be denied the privileges of membership until he/she settles his account.
- 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.
- 7.2 The Annual General Meeting shall be held by the end of September.
- 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 thirty (30) voting members, whichever is the lesser. It may also be called any time by the order of the Executive Committee. The notice in writing shall be given to the Honorary-General Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within two (2) months from receiving this request to convene the Extraordinary General

Meeting.

- 7.4 If the committee does not within two (2) months after the date of the receipt of written request proceed to convene a Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving ten (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 two (2) weeks' notice shall be given of an Annual General Meeting and at least ten (10) days' notice of an Extraordinary General Meeting. Notice of the meeting stating the date, time and place of meeting shall be sent by the Secretary to all voting members. The particulars of the agenda shall be posted on the Society's notice board.
- 7.6 The following points shall be considered at the Annual General Meeting:
- i. The previous financial year's accounts and annual report of the Committee.
 - ii. Where applicable, the elections of office-bearers and Honorary Auditors for the following term.
- 7.7 Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice to the Honorary-General Secretary one (1) week before the meeting is due to be held.
- 7.8 At least 25% of the total voting membership or thirty (30) voting members, whichever is the lesser, present at a General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum.
- 7.9 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 part of the existing Constitution.
- 7.10 Non-members shall not be admitted to any General Meeting unless invited by the Executive Committee.

Management and Committee

- 8.1 The administration of the Society shall be entrusted to an Executive Committee consisting of the following to be elected at each Annual General Meeting:
- i. The President
 - ii. The Vice-President
 - iii. The Honorary General Secretary
 - iv. The Assistant Honorary General Secretary

- v. The Honorary Treasurer
 - vi. Five (5) Committee Members
- 8.2 All the above offices shall be opened only to members who are taking or have taken introductory psychology modules under the Department of Psychology, National University of Singapore (i.e. PL1101E and/or PL2131). Where necessary, exemptions can be made by the outgoing committee.
- 8.3 The Annual General Meeting may be declared closed once at least 5 candidates have been successfully nominated into the Executive Committee through the proper voting procedure (Clauses 8.4, 8.5, 8.6). The Executive Committee shall then have the power to co-opt student members to fill the positions of Committee Members should these offices be unfilled during the Annual General Meeting.
- 8.4 Voting shall be by ballot.
- 8.5 Names for the above offices shall be proposed (or self-nominated) and seconded by a member of the out-going committee or a member of previous Executive Committees to the incumbent Executive Committee during the two (2) weeks prior to the Annual General Meeting where they will undergo a round of interviews. At the Annual General Meeting, External Elections into the Executive Committee will be held based on a simple majority vote. Ultimately, only ten (10) candidates who have obtained the most number of valid votes during the External Elections will be declared elected.
- i. All candidates will be required to present an electoral speech individually while the remaining candidates vacate the premises. After a round of self-introductions by all the candidates, all candidates will be invited back to the premises for Q & A.
 - ii. After the Q & A Session, all nominees will be invited to leave the premise while the members of the society will now vote, if there are more than ten (10) candidates.
 - iii. Eligible voters will be advised on the voting procedure as the election begins.
 - iv. All members in attendance are eligible voters and will have a maximum of 5 votes each. They may choose to vote for 5 or less candidate(s). However, they can only vote for a particular candidate once.
 - v. Vote weightage is as follows – President: 4 counts, Vice-President: 3 counts, Standing Committee: 2 counts and Ordinary Members: 1 count.
 - vi. Any voting slips that are not filled in accordance to the given instructions will be declared void.
 - vii. In the event of a tie, a re-vote shall be taken and if it still results in a tie, a lot shall be drawn to determine who shall be the successful candidate unless one (1) of the contesting candidate(s) withdrew in favour of the other(s).
 - viii. In the case of there being less than or equal to ten (10) nominees, the above voting process would not take place. Instead, a vote of no confidence can be called if proposed and seconded by an eligible voter. A vote of no confidence should only be proposed if there are doubts about

- the capabilities of a candidate.
- ix. In the case of a vote of no confidence being mooted, the candidate will be given 5 minutes to present himself/herself again, after which, a short Q & A will commence for a maximum of 5 minutes. The candidate will then be invited to vacate the premise while all voters will vote to decide if the vote of no confidence will stand.
 - x. For a vote of no confidence to stand, the number of votes shall have to be more than or equal to $X/2 + 1$, where X is the total number of voters. In such circumstances, the elections officer will open nominations for the post once again.
 - xi. Vote weightage for vote of no confidence is as follows – President: 4 counts, Vice-President: 3 counts, Standing Committee: 2 counts and Ordinary Members: 1 count.
- 8.6 Within one week after the Annual General Meeting, the out-going Executive Committee shall convene a meeting with the in-coming Executive Committee for the purpose of Internal Elections. The in-coming Executive Committee would be elected to their respective posts at this meeting. All office-bearers, except the Treasurer and Assistant Honorary Treasurer, may be re-elected to the same or related post for a consecutive term of office. The term of office of the Executive Committee is one year. The staff advisor(s) may be consulted with matters regarding the electing of the office bearers of the Executive Committee.
- 8.7 Within one (1) week of the Annual General Meeting, the Honorary General Secretary of the newly-elected Executive Committee shall call a meeting of the out-going and in-coming Committees for the specific purposes of handing over and taking over the affairs of the Society. The first Executive Meeting of the in-coming committee should be held within two (2) weeks from Internal Elections.
- 8.8 There shall be at least three (3) Executive Meetings in the course of an Academic Year. The Honorary General Secretary shall give seven (7) days advance notice of these three meetings. The President may call an Executive Committee meeting at any time by giving five (5) days' notice. At least 60% of the Executive Committee must be present for its proceedings to be valid.
- 8.9 Any member of the Executive Committee absenting him/herself from three (3) meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee and a successor may be co-opted by the Executive Committee to serve until the next Annual General Meeting provided the successor is an existing student member. Any changes in the Executive Committee shall be notified to the Registrar of Societies within two (2) weeks of the change.
- 8.10 The Committee shall be responsible for the overall administration and control of the Society for:
- i. Conducting the business of the Society;
 - ii. Appointing sub-committees which shall have the power of co-option;
 - iii. Managing the financial affairs of the Society
 - iv. Processing the applications for membership to the Society and
 - v. Making out an Annual Report which shall include the financial statement

of the Society.

- 8.11 The Executive Committee shall have the power to co-opt a maximum of three (3) student members into the Executive Committee.

Duties of Office-Bearers

- 9.1 The President shall have the power to:

- i. Call the Annual General Meeting and the Committee Meetings,
- ii. Preside at all General and Committee Meetings,
- iii. Supervise the general management of the Society
- iv. Represent the Society in its dealings with outside persons.

- 9.2 The Vice-President shall :

- i. Assist the President
- ii. In the absence of the President, take over all duties, powers and responsibilities;
- iii. Succeed the President in the event of the President's position falling vacant.

- 9.3 The Honorary General Secretary shall:

- i. Keep all records, except financial, of the Society;
- ii. Be responsible for all records, except financial, of the Society
- iii. Keep minutes of all General and Committee Meetings
- iv. Maintain an up-to-date Registrar of Members at all times
- v. Present the Annual Report at the Annual General Meeting

- 9.4 The Assistant Honorary General Secretary shall assist the Honorary General Secretary in his/her duties and act on his/her behalf on his/her absence.

- 9.5 The Honorary Treasurer shall:

- i. Collect all subscription, receive all money due to and pay all expenditure incurred by the Society with the consent of the Executive Committee.
- ii. Keep an account of all monetary transactions and be responsible for keeping the accounts of the Society;
- iii. Not keep more than \$200 (Two Hundred Singapore Dollars) in the form of cash; money in excess of this will be deposited in a bank to be named by the Executive Committee. Cheques, etc. for withdrawal from the bank will be signed by the Treasurer and either the President, the Vice-President or the Honorary General Secretary.

- iv. Submit an audited statement of accounts at the Annual General Meeting
- 9.6 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 (2) 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 one year only and shall not be reelected for a consecutive term. The accounts of the Society shall be audited by a firm of Certified Public Accountants if the gross income or expenditure of the Society exceeds \$500,000 in that financial year, in accordance with Section 4 of the Societies Regulations.
- 10.2 The financial year shall be from 1st August to 31st July.

Prohibitions

- 11.1 Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250, 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.
- 11.2 The funds of the Society shall not be used to pay the fines of members who have been convicted in court of law.
- 11.3 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.
- 11.4 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.
- 11.5 The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 11.6 The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its officebearers, Committee or members unless with the prior approval of the relevant authorities.
- 11.7 The Society shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing

Division, Singapore Police Force and other relevant authorities.

- 11.8 The funds of the Society shall not be used for purposes which do not promote the objectives of the Society.
- 11.9 The Society shall be non-religious and non-racial.

Amendments to Constitution

- 12.1 No alteration or addition/deletion to this Constitution shall be made except at a General Meeting and with the consent of two-thirds (2/3) of the voting members present at the General Meeting, and they shall not come into force without the prior sanction of the President of the National University of Singapore and the Registrar of Societies.
- 12.2 Any member who wishes to propose any amendments must submit such proposal to the Honorary General Secretary seven (7) days before the General Meeting. Notice of the proposed amendments will be posted on the Society's notice board four (4) days in advance of the Meeting.

Interpretation

- 13.1 In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, the Executive Committee shall have powers to use their own discretion. The decision of the Committee shall be final unless it is reversed at a General Meeting of Members by a simple majority vote.

Disputes

- 14.1 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

- 15.1 The Society shall not be dissolved, except with the consent of not less than three-fifth (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 this purpose.
- 15.2 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.

- 15.3 A Certificate of Dissolution signed by the President, Honorary General Secretary and Honorary Treasurer shall be given within seven (7) days of the dissolution to the Registrar of Societies.