

# **NANYANG TECHNOLOGICAL UNIVERSITY RSIS ALUMNI ASSOCIATION CONSTITUTION**

## **ARTICLE 1 - NAME AND REGISTERED OFFICE**

- 1.1 The name of the Association shall be "RSIS ALUMNI ASSOCIATION" and shall hereinafter be referred to as the "Association".
- 1.2 The registered place of business of the Association shall be Nanyang Avenue, Singapore 639798 or such other address as may subsequently be decided upon by the Executive Committee.

## **ARTICLE 2 - OBJECTS**

- 2.1 To serve as the central body for members concerned with and interested in the advancement of international studies, practice.
- 2.2 To encourage and organise educational, social, cultural, sporting and civic activities among members.
- 2.3 To provide a recognised means of communication and to establish rapport between the members of the Association, RSIS School and Nanyang Technological University (NTU).
- 2.4 To promote interaction amongst the members of the Association, the international studies community and any external body including overseas Graduate Schools of International Studies and Associations.
- 2.5 To publish papers, journals, newsletters and other materials to achieve the above objects.

## **ARTICLE 3 - MEMBERSHIP**

- 3.1 There shall be two (2) categories of membership, namely:

### **(a) Life Membership**

All persons who have been conferred the degree of Master or the Doctor of Philosophy Programme by the S. Rajaratnam School of International Studies - Nanyang Technological University shall be eligible to Life membership.

### **(b) Honorary Membership**

- (i) The Executive Committee shall be empowered to confer Honorary Membership on any individual at its sole discretion who has distinguished himself/herself in the field of International Studies or whose membership is considered to be in the interests of the Association.

- (ii) Nomination for Honorary Membership shall be made by not less than 2 members of the Executive Committee. Any decision on conferment of Honorary Membership shall be taken at a meeting of the Executive Committee called for the purpose and such conferment shall be made only with the approval of not less than two-thirds of the Executive Committee. The conferment will have to be confirmed by a resolution duly passed at a General Meeting.
- (iii) The number of Honorary Memberships should not exceed 20 or five percentum of the total membership (whichever is lower) at any time.
- (iv) The individual conferred with Honorary Membership shall be entitled to the privileges of membership except that he/she shall not be eligible to vote at general meetings and shall not be qualified to be elected to the Executive Committee. The honorary member is not required to pay an entrance fee and annual subscription.

3.2 All Life members shall have the right:

- (a) to stand for election, to nominate or second a candidate, and to vote in the Association's elections;
- (b) to vote at General Meetings of the Association;
- (c) to have such other privileges as may be decided at General Meetings of the Association.

All honorary members shall have such rights and privileges as may be decided at General Meetings of the Alumni. In no circumstances will they have the rights of Life members as stipulated in 3.2 (a) and 3.2 (b).

- 3.3 (a) The Executive Committee may suspend a member for such period as it shall determine or may expel a member if he/she:
- (i) is convicted of a criminal offence which in the opinion of the Executive Committee is of a serious nature;
  - (ii) has conducted himself, whether on the Association's premises or elsewhere, by word or act, in a manner which in the opinion of the Executive Committee is prejudicial to the interests of the Association and/or injurious to its reputation;

Provided that such member has been given an opportunity to present his case in person before the Executive Committee, and provided further that such member may, within thirty days from the date of the Executive Committee's decision or such extended period as may be approved by the Committee, lodge a Notice of Appeal to the Committee of Appeal against this decision for its consideration, this considered decision of the Committee of Appeal shall be final.

- (b) The Committee of Appeal shall consist of three (3) members: (i) the Dean of the Faculty of RSIS, NTU; (ii) a past President/ Vice-president of the Association; (iii) the current President/ Vice-president of the Association.

In the event that any of the members specified above are unable to fill the above positions, the Executive Committee will have the right to appoint suitable replacements for the purpose.

- (e) The Executive Committee shall through the Secretary, notify in writing such member its decision and/or decisions to suspend or expel him from membership.
  - (f) The name of any person who has been expelled from membership shall be removed from the Register of Members.
- 3.4 A person whose name has been removed from the Register of Members may apply, after a period of two years, to the Executive Committee for reinstatement, and such a person may be reinstated conditionally or unconditionally as the Committee may at its discretion deem fit. The Committee shall not be bound to reinstate the said person or assign any reason thereof.
- 3.5 Members shall abide by the Constitution and not act in any way inconsistent with its objects.

#### **ARTICLE 4 - SUBSCRIPTIONS**

- 4.1 The entrance fee and subscription for all types of membership shall be determined from time to time at a general meeting. The subscription shall be payable in such manner as the Executive Committee may from time to time decide.
- 4.2 If any member shall fail to pay his subscription within one month of such subscription becoming due, notice shall be sent to him calling his attention thereof, and if he does not pay the amount within fourteen days from posting of such notice, the Committee shall be informed of such fact, and if he does not pay the amount within one calendar month from the posting of such notice, the Committee may delete his name from the membership of the Association. But if at any time he gives to the Committee a satisfactory explanation he may, at the discretion of the Committee and upon payment of all arrears, be re-admitted to membership.

#### **ARTICLE 5 - EXECUTIVE COMMITTEE**

- 5.1 The administration of the Association shall be vested in the Executive Committee which shall be elected at each Annual General Meeting.
- 5.2 The Executive Committee shall consist of the following members:
- a) The President,
  - b) The Vice-President (Internal Affairs),
  - c) The Vice-President (External Affairs),
  - d) The Secretary,
  - e) The Treasurer,
  - f) Director, Outreach & Public Relations,
  - g) Director, Membership & Networking,
  - h) Director Events,
  - i) Director, Student & Career Support,

- j) Country and Regional Representatives, and
- k) Ordinary members.

5.3 All members of the Executive Committee shall be eligible for re-election for a second consecutive term with the exception of the Treasurer who shall not be re-elected to the same position for one consecutive term. The Treasurer may be elected to other appointments.

5.4 Members of the Executive Committee shall hold office from the date of election until the next occasion upon which a new committee is elected.

5.5 The Committee shall serve for a two year term, subject to Article 5.4.

5.6 The Executive Committee shall:

- a) be responsible for the formulation of policies and organisation of activities which are consistent with the objects of the Association;
- b) have charge of the assets of the Association;
- c) be responsible for the proper expenditure of the Association's finances;
- d) publish an annual report on the Association's activities which report shall also include the annual accounts of the Association.

5.7 The Executive Committee shall have the following powers:

- a)
  - i) to appoint standing or special committees for the proper administration of the Association and to exercise control over such committees;
  - ii) to delegate to such committees such powers as it considers necessary;
- b)
  - i) to approve the application of any new members of the Association;
  - ii) to accept the resignation of any member of the Association;
  - iii) to accept the resignation of any member of the Executive Committee or any other office bearer of the Alumni and to fill, by appointment from among the Association Life members, the vacancy thus arising;
  - iv) to co-opt Association members to assist the Committee in its administration.
- c) to take disciplinary action against members who violate the Constitution of the Association;
- d) to authorise publications or release official statements on behalf of the Association, such publications and statements to be consistent with the objects of the Association;
- e) to give a decision upon any matter consistent with the objects of the Association but not provided for in this Constitution;

- f) to convene meetings of the Association;
  - g) to authorise expenditure from the Association's funds for the Association's purposes.
- 5.8 The Executive Committee shall meet as often as the business of the Association may require, but at least once in every three months, and at every meeting not less than half of the Committee members shall constitute a quorum.

## **ARTICLE 6 - DUTIES AND POWERS OF MEMBERS OF THE EXECUTIVE COMMITTEE**

- 6.1 The President leads the Association's efforts to enhance its services to its members, and to the RSIS community at large. He acts as a primary liaison with the management of RSIS, and the Alumni Affairs teams of RSIS and NTU. He chairs general Association meetings, appoints committee chairs and serves as an ex-officio member on all committees, while being primarily responsible for the Association's operational and strategic planning.
- 6.2 The Vice-President (Internal Affairs) leads the Association/Chairs meetings with RSIS and NTU officials in the absence of the President or as directed by the President. He serves as the programmes chair for the Association. This will include scheduling the calendar of events, listing and arranging speakers, planning events and liaising with or directing members/specific committees on programme/event ideas and strategies. He may be tasked by the President to take on or manage any other special duties/responsibilities.
- 6.3 The Vice President (External Affairs) leads the Association/Chairs meetings with external organisations in the absence of the President or as directed by the President. He serves as external relations chair for the Association. This will include planning the strategic outreach and partnerships of the Association, selecting the organisations it should engage both locally and overseas, liaising with the media, if necessary, and also overseeing the overall branding and positioning of the Association in Singapore and overseas. He may be asked to lead the Association and chair general meetings in the absence of the President. He may be tasked by the President to take on or manage any other special duties/responsibilities.
- 6.4 The Secretary ensures proper record keeping for all meetings, by preparing and disseminating minutes of all general meetings in a timely and organised manner. He maintains the membership list and Alumni member details, with regular updates. He notifies the RSIS Alumni Relations officer of club events and election results. He submits current copies of the club's constitution and bylaws to the RSIS Alumni Relations officer. He is to notify members and the RSIS Alumni Relations officer of any extraordinary meeting called for by members of the Association and if the meeting could potentially result in any change in the Association's constitution or bylaws.
- 6.5 The Assistant Secretary assists the Secretary.
- 6.6 The Treasurer maintains the association's bank account, pays bills and records income, collects and records the receipt of dues, including maintaining an updated ledger of membership fees, if any. He prepares financial statements and updates the

Executive Committee and members at each general meeting and submits annual financial statements to the RSIS Alumni Relations officer.

- 6.7 The Assistant Treasurer assists the Treasurer.
- 6.8 The Director, Outreach and Public Relations takes charge of all publicity and media-related matters and issues related to the Association, by looking into various avenues (social media, newsletters, etc.) to create greater awareness of the Association and its programmes/activities. He oversees the liaison and contact with other external organisations, agencies and universities and works with the overseas working groups the Association may have. He coordinates all special events (including Annual General Meetings), promotions and maximises publicity for the Alumni Association. He performs other duties as may be prescribed by the President and Vice-President (External Affairs).
- 6.9 The Director, Membership & Networking provides the Alumni and students with opportunities to network with established professionals amongst RSIS alumni, and performs other duties as prescribed by the President and Vice President (Internal Affairs). He maintains the membership database with the Secretary and disseminates information to members. He maintains and builds member interest in the Association's activities, such as through the Association's online presence.
- 6.10 The Director, Events works with the President and Vice Presidents primarily to look into sponsorship for programmes, activities and events organised by the Association. He performs such other duties as may be prescribed by the President and Vice Presidents.
- 6.11 The two Co-Directors, Student and Career Support work with the Career Affairs Office, RSIS to provide information, advice and assistance on career planning and employment opportunities. They build relations with current RSIS students and serve as a point of contact to connect experienced Alumni with fellow Alumni/students. They may provide information on career change and career assessment instruments, or how to break into an industry sector. They perform such other duties as may be prescribed by the President and Vice President (Internal Affairs).
- 6.12 Country and Regional Representatives act as the main points of contact within countries with large numbers of RSIS Alumni Association Members. They help coordinate hosting of Alumni overseas trips and networking of local alumni.
- 6.13 Ordinary Members support specific projects or administration of the Executive Committee.

Any member of the Executive Committee absenting himself from three (3) meetings consecutively without any satisfactory explanation shall be deemed to have withdrawn from the Executive Committee.

## **ARTICLE 7 - FINANCE AND AUDIT**

- 7.1 The Financial Year of the Association shall begin on 1st July and end on 30th June of the following year.

- 7.2 There shall be two internal auditors to audit the accounts of the Association every year to certify the correctness.
- 7.3 The Internal Auditors shall not be members of the Executive Committee and shall be appointed at the AGM for a period of two years and may be re-appointed.
- 7.4 All authorizations for the withdrawal of monies and the signing of cheques issued in the name of the Association shall be approved and signed by either the President, or one Vice-President (appointed by the Executive Committee), and the Treasurer.
- 7.5 The Association will only enter into any arrangement involving expenditure of money, according to a structure of expenditure approved by the Executive Committee whether such expenditure be according to the approved Annual Budget or beyond the Approved Annual Budget.
- 7.6 The President shall draw up the annual work plan of the Association and its annual budget in consultation with the Treasurer. The annual work plan of the Association and its annual budget shall be submitted to Executive Committee for approval.

## **ARTICLE 8 - GENERAL MEETINGS**

- 8.1 The General Meetings of the Association shall be the Annual General Meetings and Extraordinary General Meetings.
- 8.2 The Annual General Meetings of the Alumni shall be held in August every year, at a place upon a date and time to be fixed by the Executive Committee for the following purposes:
  - a) to receive from the Executive Committee a report of the activities of the Association during the preceding year and the audited Statement of Accounts and a list of Members;
  - b) to elect Members of the Executive Committee and to appoint two Auditors who shall not be a Member of the Executive Committee for the coming term (at the end of each preceding term);
  - c) to decide on any resolution which may be duly submitted to the General Meeting as provided under Article 8, Clause 8.12.
- 8.3 Notice of the Annual General Meeting shall be sent to all members not less than fourteen (14) days before the date fixed for the meeting.
- 8.4 The Executive Committee may at any time for any special reason call an Extraordinary General Meeting of the Association and shall do so within two months upon the requisition in writing of at least ten (10) Life members of the Association stating the object and reasons for such a Meeting.
- 8.5 Notice calling an Extraordinary General Meeting shall be sent to all members not less than fourteen (14) days before the date fixed for such meeting and shall state the business to be discussed.
- 8.6 Unless otherwise provided, a motion or resolution at any General Meeting shall be carried out by a simple majority of those Life members present and voting. –

- 8.7 Except as prescribed in Article 9, Clause 9.5(c), voting shall be by a show of hands unless a ballot is demanded by the person presiding or by at least ten (10) Life members present and eligible to vote.
- 8.8 Voting by proxy is not permissible except under Article 11 and Article 12, Clause 12.1.
- a) The instrument appointing a proxy shall be in writing in a form prescribed by the Executive Committee or as near thereof as possible. A member shall only appoint as his proxy a member who is entitled to exercise a vote at a meeting of the Association.
  - b) The proxy shall be valid for use at one meeting only or for any adjournment of that Meeting.
  - c) The Executive Committee shall be entitled to issue an appeal for proxies in favour of the President or his nominee.
  - d) The instrument in proper form appointing a proxy must be deposited with the Secretary of the Association not less than forty-eight hours before the meeting at which it is intended to be used.
- 8.9 On a show of hands every Life member present shall have one vote. Upon a ballot every Life member present in person or by proxy shall have one vote. The person presiding shall have a second or casting vote whether the issue is to be decided by a simple or other stipulated majority.
- 8.10 At all Annual and Extraordinary General Meetings, at least one quarter of the total voting membership of the Association or twenty (20) voting members, whichever is smaller, shall constitute a quorum.
- 8.11 In the event of there being no quorum, 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 alter, amend, or make additions to any clause of the existing Constitution.
- 8.12 Any Life member who wishes to place an item on the agenda of a General Meeting may do so provided the member gives notice to the Secretary one week before the Meeting is due to be held. The proposed motion must be supported by two (2) Life members.

## **ARTICLE 9 – NOMINATION & ELECTION OF EXECUTIVE COMMITTEE MEMBERS**

- 9.1 A notice calling for nomination for election of Life members to the Executive Committee shall be sent by the Secretary to all Life members not less than fourteen (14) days before the Annual General Meeting.
- 9.2 All such nominations in a form prescribed by the Executive Committee must be returned to the Secretary not later than three (3) days before the Annual General Meeting.



- 9.3 Each nomination form shall be signed by the proposer and seconder and shall contain the written consent of the candidate for election as an Executive Committee member.
- 9.4 a) Should the number of nominations received three (3) days before the Annual General Meeting be insufficient to fill any of the posts in the Executive Committee, those already so nominated shall be deemed to have been elected to their respective posts in the Executive Committee.
- b) Nominations may then be made from amongst and by those Life members present at the Annual General Meeting, and those so nominated may be elected to fill the remaining vacancies in the manner prescribed in Article 9, Clause 9.5.
- 9.5 The election procedure shall be as follows:
- a) The Executive Committee shall appoint two members to act as scrutineers; the persons appointed shall not be office bearers or members of the Executive Committee nor shall they be candidates for election at the meeting.
- b) Scrutineers shall examine the nominations and where there is only one nomination to an office or only sufficient nominations in respect of the vacancies for Executive Committee under Article 5, Clause 5.2, shall advise the person presiding at the meeting who shall forthwith declare the persons so nominated to be elected.
- c) Where there is more than one nomination for an office or more than a sufficient number of nominations for members of the Executive Committee under Article 5, Clause 5.2, the scrutineers shall issue ballot papers to those present and entitled to vote, and after the papers have been marked, shall collect them and shall report the number of votes cast for each person nominated to the person presiding at the meeting who shall announce the result of the ballot.
- d) In the event of an equality of votes the election shall be determined by a second or subsequent ballot.
- 9.6 (a) Elections prescribed in Article 9, Clause 9.5 applies to all elections with the exception of the election of the Protem Committee (conducted on 6<sup>th</sup> May 2014). The Protem members form the working committee to inaugurate the Alumni Executive Committee.
- (b) The Protem Committee will be subsumed as part of the Executive Committee members of the newly formed Association and take office from the date of inauguration.

## **ARTICLE 10 - PATRON**

Prominent personalities of the International Studies/ Security Communities or Academia shall be patrons of the Alumni.

## **ARTICLE 11 - AMENDMENT TO THE CONSTITUTION**

- 11.1 Amendments to the Constitution shall be made at the Annual General Meeting or at any Extraordinary General Meeting.
- 11.2 Proposed amendments to the Constitution shall be submitted in writing and seconded by another member to the Secretary at least twenty-eight (28) days before the General Meeting and these proposed amendments shall be referred to the Executive Committee, which shall make its recommendations thereon.
- 11.3 Amendments to the Constitution shall be carried on a two-thirds (2/3) majority vote of the Life Members present at the General Meeting. Such amendment shall be enforced or applied once it has been submitted to and endorsed by the Alumni Affairs Office.

## **ARTICLE 12 - DISSOLUTION**

- 12.1 Subject to Article 12, Clause 12.2, the Association shall not be dissolved, except with the consent of not less than three-fifths(3/5) of the total voting members of the Association for the time being resident in Singapore expressed either in person or by proxy at a General Meeting convened for that purpose.
- 12.2 In the event of the Association being dissolved, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged, and the remaining funds shall be disposed of in the way as decided by the members at the General Meeting or donated to a charitable organisation.
- 12.3 Notice of dissolution shall be given within seven (7) days of the dissolution to the Alumni Affairs Office, stating the intent for the dissolution.

## **ARTICLE 13 – PROHIBITIONS**

- 13.1 Gaming of any kind and the playing of paikow or mahjong, whether for stakes or not, are forbidden on the Association's premises. The introduction of materials for gambling or taking of prohibited drugs and of bad characters into the premises is prohibited.
- 13.2 The funds of the Association shall not be used to pay fines of members who have been convicted in Court.
- 13.3 The Association shall not attempt to restrict or in any other manner interfere with trade or prices or 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 Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 13.5 The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office-bearers, Committee or members.

13.6 The Association shall not raise funds for whatever purposes without the prior approval from the relevant authorities.

#### **ARTICLE 14 - INTERPRETATION**

In the event of any question or matter arising out of any point which is not expressly provided for in the Constitution, the Executive Committee shall have the power to use their own discretion.

*Written on 18 May 2014*  
*Additions on ARTICLE 7 – 19 May 2014*  
*Feedback as of 30 May 2014*  
*Revised 3 June 2014*