



BY-LAWS OF THE  
**SAMSU SINGAPOREAN SOCIETY**  
THE UNIVERSITY OF CHICAGO

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**1 Introduction**

- 1.1 These By-laws are of the *SAMSU Singaporean Society (SAMSU-SS)* (hereafter known as “The Union”) and shall come into force on 19 February 1998.
- 1.2 It shall do so by virtue of its ratification by all members of the Provisional Executive Committee before the above date.
- 1.3 The current By-laws have been updated and shall be in force by virtue of its ratification by the Executive Committee for 2007/2008.
- 1.4 Throughout these By-laws, the male pronoun and male forms of a noun are assumed to apply equally in the female context.
- 1.5 All time periods referred to in these By-laws shall be of the academic year marked by the beginning and end of Summer Quarter and Spring Quarter respectively, unless specified otherwise.

**2 Purpose**

- 2.1 The Union shall have, as a cause of existence, five main objectives:
  - 2.1.1 To promote the visibility of the Singaporean and Malaysian culture to members of the University of Chicago and its surrounding communities;
  - 2.1.2 To promote the visibility of the University of Chicago to high school students and interested members of the public in Singapore and Malaysia;
  - 2.1.3 To ease the introduction of new members of the Union to a foreign environment by organising relevant events and providing them with the necessary information;



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2.1.4 To create opportunities for current members to interact by organising relevant events;

2.1.5 To create opportunities for members of the Union to link up with other Singaporean and Malaysian clubs in the United States by organising relevant events.

### **3 Membership**

3.1 Ordinary membership in the Union is open to any person.

3.2 Voting membership, which confers the right to vote at General Meetings, is restricted to students fulfilling the following criteria:

3.2.1 All Singapore and Malaysian citizens and permanent residents who are enrolled as undergraduate students, graduate students or faculty members at the University of Chicago, or who are spouses of any member of the above-mentioned categories, are automatically conferred voting membership status.

3.2.2 Any other person enrolled as an undergraduate student, graduate student or faculty member at the University of Chicago may be granted voting membership at the discretion of the Executive Committee, which will take the person's contributions to the Union as the dominant factor in its consideration.

### **4 Organisation**

4.1 The President shall head the Union.

4.2 The Executive Committee shall comprise the President, the Vice-President, the Secretary, the Treasurer, the Social Chair, the External Relations Chair and the Webmaster.



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- 4.3 Members of the Executive Committee must be voting members of the Union who have completed at least two quarters of the academic curriculum.
- 4.4 Any one person shall hold at most one position in the Executive Committee.
- 4.5 The terms of office of the Executive Committee members shall be for one academic year.
- 5 The President**
- 5.1 The President shall be elected according to the process described in Article 12.
- 5.2 The President shall oversee and be responsible for the operations of the Union and the Executive Committee.
- 5.3 The President shall call and chair the meetings of the Union and the Executive Committee.
- 6 The Vice-President**
- 6.1 The Vice-President shall be elected according to the process described in Article 12.
- 6.2 The Vice-President shall assist the President in his duties.
- 6.3 The Vice-President shall be responsible for the welfare of the members of the Union.



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**7 The Secretary**

- 7.1 The Secretary shall be elected according to the process described in Article 12.
- 7.2 The Secretary shall assist the President in monitoring the progress of projects.
- 7.3 The Secretary shall distribute the agenda for all General Meetings at least one week in advance.
- 7.4 The Secretary shall distribute the By-laws to all voting members of the Union at least one week in advance of the Annual General Meeting.
- 7.5 The Secretary shall distribute the agenda for all Executive Committee meetings at least three days in advance.
- 7.6 The Secretary shall be responsible for recording the minutes of Executive Committee Meetings and General Meetings.
- 7.7 The Secretary shall distribute the minutes for each Executive Committee meetings before one week has lapsed from the end of the meeting.

**8 The Treasurer**

- 8.1 The Treasurer shall be elected according to the process described in Article 12.
- 8.2 The Treasurer shall act in accordance with Article 16.



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**9 The Social Chair**

- 9.1 The Social Chair shall be elected according to the process described in Article 12.
- 9.2 The Social Chair shall organise events and activities addressing the aims of the Organisation as stated in Article 2.1.

**10 The External Relations Chair**

- 10.1 The External Relations Chair shall be elected according to the process described in Article 12.
- 10.2 The External Relations Chair shall liaise with external organisations, with the approval of the President, or in his absence, the Vice-President, with the purpose of promoting the aims of the Union as stated in Article 2.1.
- 10.3 The External Relations Chair shall assist the Social Chair in publicising the events and activities of the Union.

**11 Annual General Meeting**

- 11.1 The Annual General Meeting shall be held in Spring Quarter, before the seventh week of the quarter.
- 11.2 All ordinary and voting members of the Union are eligible to attend the Annual General Meeting.
- 11.3 The Secretary shall give notice of the Annual General Meeting to all members of the Union at least two weeks in advance.



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- 11.4 Motions may be submitted to the Secretary for consideration during the Annual General Meeting at least three days in advance.
  - 11.4.1 A Motion may be a proposed change to the By-laws or the Union's operations.
  - 11.4.2 The Motion shall be a document describing the proposed change in as much detail as possible.
  - 11.4.3 The Motion shall contain the full names and signatures of the persons supporting the Motion.
  - 11.4.4 A Motion that contains the valid full names and signatures of voting members of the Union whose number equals or exceeds half (50%) of the total number of voting members of the Union registered by the Secretary at the time of receipt of the Motion shall be considered successful.
  
- 11.5 The President shall fulfil the responsibility of the Chairman of the Annual General Meeting. In his absence, the Vice-President shall fulfil that responsibility.
  
- 11.6 The following shall be done during the Annual General Meeting:
  - 11.6.1 The President shall give a report of the major activities held during his term of office.
  - 11.6.2 The Treasurer shall present a report of the financial accounts for the past year.
  - 11.6.3 All motions shall be considered and resolved through voting, in accordance with Article 11.9.
  - 11.6.4 Elections shall be held for the positions in the Executive Committee.



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- 11.7 In the course of the Annual General Meeting, questions may be posed by any member of the Union according to the following procedure:
- 11.7.1 Any person who wishes to raise a point or question shall request permission from the Chairman by raising his hand.
- 11.7.2 The Chairman shall permit such speakers to speak, with due consideration to the time available.
- 11.8 As the Chairman sees fit, he may stop the discussion on a topic by putting the question to a vote.
- 11.9 All votes held during the Annual General Meeting, with the exception of the elections for the Executive Committee positions, shall be conducted in accordance with the following procedure:
- 11.9.1 The vote is open to all voting members present at the Annual General Meeting.
- 11.9.2 The vote shall be conducted by the Chairman stating the question aloud. The voting members shall then raise their hands accordingly when “Yes” or “No”, or any other relevant option, is proposed by the Chairman.
- 11.9.3 The Chairman shall count and announce the results. The option that receives a simple majority of the vote shall be adopted by the Union.
- 11.9.4 If the vote fails, the Chairman shall, at his discretion, either allow discussion to continue with the aim of achieving a successful vote later during the Annual General Meeting, or reschedule the discussion and vote to a later session.
- 11.10 The procedure for the conduct of elections for the Executive Committee positions is described in Article 13.



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11.11 No remarks shall be made in the Annual General Meeting which appear to the Chairman to be of a malicious and/or libellous nature.

11.11.1 Any person making such comments shall be asked to leave the Annual General Meeting, and his name may be struck off the membership roll of the Union, subject to the Executive Committee's decision.

## **12 General Meetings**

12.1 A General Meeting shall be held at the beginning of Autumn Quarter. Additional General Meetings may be called and held at the discretion of the President.

12.2 All ordinary and voting members of the Union are eligible to attend all General Meetings.

12.3 The Secretary shall give notice of a General Meeting to all members of the Union at least one week in advance.

12.4 Motions may be submitted to the Secretary for consideration during the General Meeting at least three days in advance.

12.4.1 A Motion may be a proposed change to the By-laws or the Union's operations.

12.4.2 The Motion shall be a document describing the proposed change in as much detail as possible.

12.4.3 The Motion shall contain the full names and signatures of the persons supporting the Motion.

12.4.4 A Motion that contains the valid full names and signatures of voting members of the Union whose number equals or exceeds half (50%) of the total number of voting members of



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the Union registered by the Secretary at the time of receipt of the Motion shall be considered successful.

- 12.5 The Treasurer may be requested by voting members to present the financial accounts of the Union during a General Meeting. Such a request must be supported by at least five voting members of the Union, and must be submitted to the Secretary at least one week prior to the General Meeting, or at least two days after the first notice of the General Meeting is given, whichever is later.
- 12.6 The President shall fulfil the responsibility of the Chairman of the General Meeting. In his absence, the Vice-President shall fulfil that responsibility.
- 12.7 The following shall be done during the General Meeting:
- 12.7.1 All motions shall be considered and resolved through voting, in accordance with Article 12.9.
- 12.7.2 The members of the Union shall be informed of any upcoming activities involving the Union.
- 12.8 The procedure for handling questions and discussions shall be governed by Articles 11.7 and 11.8.
- 12.9 All votes during the General Meeting shall be held in accordance with Article 11.9.
- 12.10 All proceedings during the General Meeting shall be in accordance with Article 11.11.

### **13 Elections for the Executive Committee**



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- 13.1 The elections for the positions in the Executive Committee shall be held during the Union's Annual General Meeting.
- 13.2 All seven positions in the Executive Committee shall be open for elections during the Annual General Meeting.
- 13.3 Nominations for the positions in the Executive Committee shall be made according to the following procedure:
- 13.3.1 All nominations shall be handled by the incumbent Secretary.
- 13.3.2 Nominations shall be opened two weeks prior to the Annual General Meeting, and closed one day prior to the Annual General Meeting.
- 13.3.3 Any ordinary or voting member of the Union may nominate any person fulfilling the criteria described in Article 4.3. Nominations for any person who does not fulfil the criteria described in Article 4.3 shall be considered invalid.
- 13.3.4 Each nomination must be made for a specific position in the Executive Committee.
- 13.3.5 Each member of the Union is eligible to cast up to one valid nomination for each position. He may not nominate any one person to multiple positions
- 13.3.6 An incumbent member of the outgoing Executive Committee may be nominated for any position in the incoming Executive Committee.
- 13.3.7 Any nomination must, before the end of the nomination period, be seconded by at least one ordinary or voting member of the Union other than the member who proposed the nomination, in order for the nomination to be considered successful.



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- 13.3.8 The list of successful nominations shall be disseminated to the Union after the end of the nomination period, prior to the Annual General Meeting.
- 13.3.9 A nominee may choose to accept or decline a successful nomination.
- 13.4 The elections shall be held in the following sequence: the President, the Vice-President, the Secretary, the Treasurer, the Social Chair, the External Relations Chair, the Webmaster.
- 13.5 The consideration of each position shall begin with the speeches made by the nominees. During this segment, each nominee is eligible to present a speech of no longer than five minutes in length.
- 13.6 Subsequent to the conclusion of all nominee speeches, a general question-and-answer session shall be held, according to the following procedure:
- 13.6.1 All members of the Union are eligible to pose questions to the nominees. The questions may, at the choice of the members asking the questions, be directed at specific nominees or be open to any nominee who chooses to answer them.
- 13.6.2 The Chairman shall maintain order during the session.
- 13.6.3 All questions and answers shall not be malicious or libellous, in accordance with Article 11.11.
- 13.7 After the conclusion of the question-and-answer session, the Chairman shall ask all nominees to leave the room and a vote shall be conducted, according to the following procedure:



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- 13.7.1 All voting members of the Union are eligible to vote, except the nominees for the position under consideration.
- 13.7.2 All votes shall be cast using secret ballots.
- 13.7.3 The Chairman shall count and announce the number of votes received by each nominee.
- 13.7.4 The Chairman shall then invite the nominees back into the room, and announce only the name of the successful nominee.
- 13.8 Any tie in votes shall be resolved through a repeated vote, with the only candidates in the vote being the nominees involved in the tie.
- 13.9 In the event of a tie in the repeated vote, the nominees involved in the tie may choose to deliver a speech of no longer than two minutes in length, before the commencement of a second repeated vote.
- 13.10 In the event of a tie in the second repeated vote, the tie shall be resolved through one of the following procedures:
- 13.10.1 If the position under consideration is that of the President, the President of the outgoing Executive Committee shall appoint of the nominees involved in the tie to hold the position.
- 13.10.2 If the position under consideration is not that of the President, the incoming President shall appoint one of the nominees involved in the tie to hold the position.
- 13.11 The election procedure described in Articles 13.5 through 13.10 shall then be repeated for the next position according to the sequence described in Article 13.4, until all the positions are filled.



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13.12 Nominees who have been nominated for multiple positions and fail to be elected for a position are eligible to run for the subsequent positions.

**14 Transition Between Executive Committees**

14.1 After the Annual General Meeting, the incoming Committee will be understudy to the outgoing Committee before assuming office at the end of Spring Quarter. This period may be shortened at the discretion of incoming and outgoing Committees.

14.2 The outgoing Treasurer shall present a report of the accounts to the incoming Executive Committee. The incoming President and Treasurer shall clarify all doubts and endorse the accounts.

**15 Executive Committee Meetings**

15.1 Executive Committee meetings shall be held at least thrice each quarter. However, additional meetings may be called whenever deemed necessary by the President.

15.2 Executive Committee meetings shall be called and chaired by the President, or, in his absence, the Vice-President.

15.3 All members of the Executive Committee shall attend all Executive Committee meetings, except in cases of extreme and unavoidable difficulties with leave granted by the President prior to the meetings.

15.3.1 Any other relevant persons may be invited by the President to attend any Executive Committee meeting.

15.3.2 All members of the Executive Committee shall attend at least 80% of all Executive Committee meetings. Members who fail



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to comply shall be liable to removal from the Executive Committee, subject to the agreement of the President and at least two other members of the Executive Committee.

15.4 The Secretary shall inform all attending parties of the time and location of all Executive Committee meetings as early as possible, preferably at least one week in advance.

15.5 The President, with the assistance of the Secretary, shall prepare the Agenda of the meeting.

15.5.1 The Secretary shall distribute the Agenda to all attending parties at least three days in advance.

15.6 The Secretary shall record the minutes for each Executive Committee meeting, and distribute them before one week has lapsed from the end of the meeting.

15.7 All votes during the meetings shall be conducted according to the following procedure:

15.7.1 All the members of the Executive Committee are eligible to vote. Non-members are ineligible to vote.

15.7.2 The President shall state the question and voters shall vote by raising their hands accordingly when "Yes" or "No", or any other relevant option, is proposed.

15.7.3 The President shall count the votes and announce the results immediately.

15.7.4 The option selected by a simple majority shall be adopted by the Executive Committee.



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15.7.5 In the event of a tie, the President shall, at his discretion, choose to decide the outcome or continue the discussion and conduct a subsequent repeated vote.

**16 Accounts**

- 16.1 The Treasurer shall maintain a proper book of accounts, detailing all the finances of the Union.
- 16.2 All funds collected by the Union must be deposited in the Union's ORCSA account.
- 16.3 Only Executive Committee members shall be eligible to make claims from the Treasurer for approved expenses.
- 16.4 The Treasurer shall only approve expenses amounting up to and including US\$100 or its equivalent in any other currency. The Executive Committee shall approve any expense of value greater than US\$100 or its equivalent in any other currency.
- 16.5 The Treasurer shall make an annual report of the finances of the Union, describing income and expenditure in detail, during the Union's Annual General Meeting and other General Meetings in accordance with Article 12.5.
- 16.6 The Treasurer shall make a report of the finances of the Union to the Executive Committee at every Executive Committee Meeting.
- 16.7 The Treasurer shall immediately report any financial irregularity to the President, who shall subsequently call an Executive Committee Meeting.



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- 16.8 The Treasurer shall be responsible for the funds of the Union.
- 16.8.1 The Treasurer shall make up for any loss through poor accounting, or otherwise.
- 16.8.2 He shall only be exempted from making compensation if the Executive Committee is unanimous in finding him free from blame.
- 16.8.3 Members of the Union shall be informed of the loss, and, if applicable, the circumstances surrounding it as soon as practically possible.
- 16.9 The President may ask to inspect the accounts at any time.

**17 Accountability of the Executive Committee**

- 17.1 If any voting member of the Union is of the opinion that these By-laws have been or are being violated, he may lodge a complaint with the President.
- 17.1.1 The President shall investigate the complaint and reply to the complainant within one week of receiving the complaint.
- 17.1.2 If the complainant is of the opinion that the investigation is not satisfactory, he may submit a Motion of Removal directed at the President in accordance with the rules described in Article 17.3.
- 17.2 If any voting member of the Union suspects any member of the Executive Committee of impropriety or incompetence, he may lodge a complaint with the President.
- 17.2.1 The President shall investigate the complaint and reply to the complainant within one week of receiving the complaint.



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17.2.2 If the complainant is of the opinion that the investigation is not satisfactory, he may submit a Motion of Removal directed at the Executive Committee member concerned in accordance with the rules described in Article 17.3.

17.3 The Motion of Removal shall adhere to the following rules:

17.3.1 The Motion of Removal shall be a document containing a description of the grounds of the motion in as much detail as possible.

17.3.2 The Motion of Removal shall contain the full names and signatures of the persons supporting the Motion of Removal.

17.3.3 A Motion of Removal directed at the President shall be submitted to the Vice-President, while a Motion of Removal directed at any other Executive Committee Member shall be submitted to the President.

17.3.4 A Motion of Removal that contains the valid full names and signatures of voting members of the Union whose number equals or exceeds half (50%) of the total number of voting members of the Union registered by the Secretary at the time of receipt of the Motion of Removal by the President or the Vice-President shall be considered successful.

17.4 If a Motion of Removal directed at an Executive Committee member other than the President is successful, the President shall remove the Executive Committee member concerned from the Executive Committee at the end of one week after the receipt of the Motion of Removal, unless the Executive Committee member resigns or declares his intention to challenge the Motion of Removal before the one week period has passed.



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17.5 If a Motion of Removal directed at the President is successful, the Vice-President shall remove the President from the Executive Committee at the end of one week after the receipt of the Motion of Removal, unless the President resigns or declares his intention to challenge the Motion of Removal before the one week period has passed.

17.6 If a Motion of Removal is successful, the President or, in the case when the Motion of Removal is directed at the President, the Vice-President shall immediately announce to all members of the Union the Motion of Removal and the possible courses of action as described in these By-laws.

17.7 If the Executive Committee member concerned declares his intention to challenge the Motion of Removal before he has been removed from the Executive Committee, an Extraordinary General Meeting shall be convened within two weeks of receipt of the Motion of Removal.

17.7.1 The Extraordinary General Meeting shall be chaired by the President, unless he is absent or is the subject of the Motion of Removal, in which case the Vice-President shall act as the Chairman.

17.7.2 No remarks shall be made in the Extraordinary General Meeting which appear to the Chairman to be of a malicious and/or libellous nature.

17.7.2.1 Any person making such comments shall be asked to leave the Extraordinary General Meeting, and his name may be struck off the membership roll of the Union, subject to the Executive Committee's decision.



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- 17.7.3 During the Extraordinary General Meeting, one or more persons who have signed the Motion of Removal shall bring charges against the Executive Committee member concerned.
- 17.7.4 If no charges are brought against the Executive Committee member concerned during the General Meeting, the Motion of Removal shall immediately fail.
- 17.7.5 After the charges have been heard, the Executive Committee member shall be allowed to either resign immediately or contest the charges.
- 17.7.6 If the Executive Committee member concerned agrees to resign immediately, the Extraordinary General Meeting shall end immediately with no further discussion or deliberation on the matter.
- 17.7.7 If the Executive Committee member concerned decides to contest the charges, both he and the persons who tabled the Motion of Removal shall be allowed to alternately present their arguments until the Chairman is of the opinion that the arguments are sufficiently exhausted.
- 17.7.8 After the end of the arguments, all voting members of the Union present at the Extraordinary General Meeting shall vote in a secret ballot whether to either acquit or remove from office the Executive Committee member concerned.
- 17.7.9 The Chairman shall be responsible for collecting and counting the votes, and announcing the results.
- 17.7.10 If two-thirds (66.7%) or more of the valid votes indicate that the Executive Committee member concerned should be removed from office, the Chairman shall immediately remove him from the Executive Committee.



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- 17.7.11 If less than two-thirds (66.7%) of the valid votes indicate that the Executive Committee member concerned should be removed from office, the charges against him shall be immediately dropped.
- 17.7.11.1 Subsequently, any Motion of Removal against the same Executive Committee member on the same grounds shall be invalidated without recourse to an Extraordinary General Meeting by the President, or, in the case of a Motion of Removal directed at the President, by the Vice-President.
- 17.8 If the President resigns or is removed from office, the Vice-President shall assume the office of the President, and find a replacement person to assume the office of Vice-President in accordance with Articles 17.10 and 17.11.
- 17.9 If an Executive Committee member other than the President resigns or is removed from office, the President shall find a replacement person to assume the vacant portfolio in the Executive Committee in accordance with Articles 17.10 and 17.11.
- 17.10 If an Executive Committee member resigns or is removed from office, and there is more than one quarter of the academic year remaining, the President shall convene an Extraordinary General Meeting within two weeks of the resignation or removal with the intention of electing a replacement Executive Committee member.
- 17.10.1 The elections shall be held in accordance with Articles 13.3 and 13.5 through 13.9.



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17.10.2 In the case of a tie in the second repeated vote, the President shall appoint one of the nominees involved in the tie as the new Executive Committee member.

17.11 If an Executive Committee member resigns or is removed from office, and there is one quarter or less of the academic year remaining, the Executive Committee shall appoint a replacement Executive Committee member through a vote requiring a simple majority.

**18 Ratification of the By-laws**

18.1 The By-laws shall be ratified every year during the Annual General Meeting.

18.1.1 If no valid motion proposing amendments to the By-laws has been received by the Secretary at least three days prior to the Annual General Meeting, then the By-laws shall be automatically ratified.

18.1.2 If a valid motion proposing amendments to the By-laws is tabled during the Annual General Meeting, then the amendment process described in Article 19 shall be adhered to.

18.2 To facilitate the ratification and amendment process, the Secretary shall send a copy of the By-laws to all voting members of the Union at least one week in advance of the Annual General Meeting.

**19 Amendments to the By-laws**

19.1 An amendment to the By-laws may be proposed through tabling a motion during the Annual General Meeting or General Meeting.



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- 19.2 The proposed amendment shall be debated extensively during the meeting, and shall be decided through voting, in accordance with Article 11.9.
- 19.3 An amendment that is passed shall take effect immediately. The Secretary shall update the By-laws and send a copy to all members of the Union within two weeks after the conclusion of the meeting.

First draft: 29 January 1998 by Chew Mingfai  
Final draft: 19 February 1998 by Desmond Choo  
Updated: 15 May 2006 by Brian Ooi  
Updated: 2 September 2006 by Thong Kai Shang  
Updated: 25 September 2007 by Kenneth Goh



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We, the undersigned, give effect to these By-laws on this \_\_\_ day of \_\_\_\_\_ 2007 and pledge to abide by it.

Kenneth Goh  
President of Executive Committee

Lynn Kan  
Vice-President of Executive Committee

Grace Tan  
Secretary of Executive Committee

Wai Keong Ng  
Treasurer of Executive Committee

Sibo Lu  
Social Chair of Executive Committee

Huileng Tan  
External Relations Chair of Executive Committee

Conghan Lim  
Webmaster of Executive Committee