

# CONSTITUTION

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NUS BUSINESS SCHOOL MANDARIN ALUMNI

NUS BUSINESS SCHOOL MANDARIN ALUMNI  
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**NATIONAL UNIVERSITY OF SINGAPORE  
BUSINESS SCHOOL MANDARIN ALUMNI  
CONSTITUTION**

**Chapter One - General Principles**

**Section One - Name of Society**

- A. The Society shall be known as “National University of Singapore Business School Mandarin Alumni”(hereinafter referred to as the “ALUMNI”).
- B. The name of the society in Chinese shall be, “新加坡国立大学商学院中文校友会” .

**Section Two - Registered Address**

- A. Its Registered Address:  
15 KENT RIDGE DRIVE, #06-18,  
NATIONAL UNIVERSITY OF SINGAPORE  
(MOCHTAR RIADY BUILDING)(BIZ1)  
SINGAPORE 119245.
- B. Or such other address as may subsequently be decided upon by the Management Committee and be approved by the Registrar of Societies.

**Section Three - Objects**

The objects of the ALUMNI are:

- A. Global Alumni Engagement
  - Unite alumni worldwide to foster strong connections and collaborations, inheriting and perpetuating the business wisdom of the National University of Singapore (hereinafter referred to as the “**University**”).
- B. Platform for Communication and Interaction
  - Build a valuable platform for communication, interaction, and engagement between alumni and the University.

C. Lifelong Learning and Innovation

- Promote innovation and support lifelong learning initiatives to enhance members' personal and professional growth.

D. Community and Social Responsibility

- Supporting the University through NUS Business School Mandarin Alumni Endowment Fund.
- Participating in social welfare activities to promote social responsibility awareness.

In furtherance of the above objects, the ALUMNI may:

A. Leverage the alumni network to provide shared resources, foster information exchange, and facilitate mutual support among members.

B. Utilize various communication channels to enhance the ALUMNI's visibility and reputation by:

- Publishing journals, newsletters, and other materials focused on modern management and ALUMNI activities.
- Creating and updating engaging content related to ALUMNI events and initiatives.

C. Continuously introduce new ideas and innovative activities to ensure the ALUMNI's long-term sustainable development and adaptability to changing needs.

D. Ensure transparency and accountability in financial operations by:

- Maintaining clear budgeting processes and publishing annual financial reports.
- Establishing long-term financial reserves and ensuring emergency funds are available for special circumstances.
- Acquiring, managing, and utilizing assets, including movable and immovable property, for fulfilling the ALUMNI's objectives.
- Borrowing, raising funds, and making investments aligned with the ALUMNI's mission and needs.

## **Chapter Two - Membership**

### **Section One - Eligibility & Type of Membership**

#### **A. Full Membership**

- Any individual who has attended any programme conducted by the National University of Singapore Business School and is willing to use Mandarin as a medium of communication, and is willing to comply with the constitution of the ALUMNI shall be eligible for Membership.

#### **B. Associate Membership**

- Any individual who has graduated from other faculties of the National University of Singapore and is willing to use Mandarin as a medium of communication, and is willing to comply with the constitution of the ALUMNI may apply for Associate Membership.
- An Associate Member shall become eligible for Membership upon completing a program conducted by the National University of Singapore Business School.
- Associate Members shall not have voting rights or eligibility to hold office.

### **Section Two - Procedure for Applying Membership**

Any person wishing to join the ALUMNI should fill an application form, paying the member fee, which is to be reviewed, and approved by Management Committee. The General Secretary shall inform the applicant of the approval of their application. The applicant shall become a member of the ALUMNI and a copy of the constitution shall be provided to every approved member. If the application is not approved, the prepaid membership fee will be fully refunded.

### **Section Three - Rights and Duties of Members**

- A. All Full Members (Except Associate Members) shall have the right to:
- Nominate, be nominated and vote in the election of the Management Committee.
  - Vote at General Meetings of the ALUMNI.
- B. All Members (Including Associate Members) shall have the right to:
- Participate in all activities organised by the ALUMNI and enjoy its welfare benefits and facilities.
  - Speak at General Meetings of the ALUMNI.
- C. All Members (Including Associate Members) should:
- Comply with the Constitution and decisions of the ALUMNI.
  - Pay the membership fees and any other subscriptions as required.

### **Section Four - Membership Fees and Subscription**

- A. For the purpose of this Section Four:
- Lifetime Membership means membership in perpetuity, and a “Lifetime Member” means a Full Member or Associate Member with such Lifetime Membership.
  - Ordinary Membership means membership renewable on a year-on-year basis, and an “Ordinary Member” means a Full Member or Associate Member with such Ordinary Membership.
- B. Lifetime Membership shall be granted to new members who have been approved by the Management Committee upon successful payment of a one-time membership fee of S\$1,100.
- C. Ordinary Membership shall be granted to new members who have been approved by the Management Committee upon successful payment of an initial membership fee of S\$200, and such membership may be renewed on a yearly basis upon successful payment of an annual subscription fee amounting to S\$200.
- D. For existing Ordinary Members, a one-time membership fee of S\$1,000 shall be payable to become a Lifetime Member.

### **Section Five - Source of Funds**

- A. Other than such Entrance Fees, Subscription and Other Dues described in Section Four, all other funds shall be obtained by the following means:
- Surpluses from sponsorships obtained for organised activities.
  - Voluntary contributions and donations from members.
  - Contributions from University's alumnus\alumna and supporters of the ALUMNI.
  - Fees generated from advertisements in the ALUMNI publications.
  - Other sources of income and funds as may be approved by the Management Committee from time to time at meetings of the Management Committee.

### **Section Six - Management of Funds**

- A. All funds exceeding the petty cash limit (as set out in Chapter Five, Section Five) shall be deposited in the Alumni's designated bank account by the General Treasurer within fourteen (14) days of receipt of such funds.
- B. Withdrawals from the bank account shall require the joint signatures of any two of the following office bearers: the General Treasurer, President, Vice-President, or General Secretary.
- C. All funds shall be strictly utilized to support the activities, objectives, and development of the ALUMNI.
- D. Any additional funds required for specific purposes shall be raised only with the approval of the ALUMNI by a simple majority vote taken at meeting of management committee.
- E. The income and property of the ALUMNI whensoever derived shall be applied towards the promotion of the objects of the ALUMNI as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by the way of profit to the persons who at any time are or have been members of the ALUMNI or to any person claiming through any of them.

## **Chapter Three - Supreme Authority and General Meetings**

### **Section One - Supreme Authority**

- A. The supreme authority of the ALUMNI shall reside in the General Meetings of its members.
- B. The General Meetings shall consist of the Annual General Meeting (AGM) and Extraordinary General Meeting (EGM), both convened by the Management Committee.
- C. Unless otherwise stated in this Constitution, voting by proxy shall not be allowed at all General Meetings.

### **Section Two - Annual General Meeting (AGM)**

- A. The AGM shall be held annually between the months of May and July.
- B. At least fourteen (14) days' written notice shall be provided to all members, specifying the date, time, venue, and agenda of the meeting.
- C. The following matters shall be considered at the AGM:
  - Presentation of the Annual Report of the ALUMNI.
  - Presentation of the audited Statement of Accounts for the preceding financial year.
  - Discussion of any other matters as included in the agenda.
  - Election of the Management Committee and honorary auditors for the upcoming term. (Biennial)
- D. Any member wishing to propose an item for inclusion in the AGM agenda must submit the request in writing to the General Secretary at least seven (7) days prior to the meeting.

### **Section Three - Extraordinary General Meeting (EGM)**

- A. The EGM shall be convened:
  - By order of the Management Committee, when deemed necessary, OR
  - Upon the written request of at least 25% of the total Full Membership or 50 Full Members, whichever is lesser, clearly stating the purpose of the meeting to Management Committee.
    1. The Management Committee shall convene the Extraordinary General Meeting within twenty-one (21) days from receiving this request.

2. If the Management Committee does not within twenty-one (21) days after the date of the receipt of the written request proceed to convene an EGM, the Full Members who requested for the EGM shall convene the EGM.
- B. At least ten (10) days' written notice must be given to all members for an EGM, specifying the date, time, venue, and agenda of the meeting.

#### **Section Four - Quorum and Voting**

- A. The quorum for all General Meetings shall be at least 25% of the total Full Membership or 50 Full Members, whichever is lesser. Members must be present in person, as proxy voting is not allowed.
- B. If there is no quorum at the start of a General Meeting:
- The meeting shall be adjourned for 30 minutes.
  - If a quorum is still not met, the Full members present shall constitute a quorum, but they shall have no authority to amend any part of the existing Constitution.
- C. Resolutions shall be passed by a simple majority of Full Members present and voting.

### **Chapter Four - Management Committee**

#### **Section One - Administration of ALUMNI and Structure**

- A. The administration of the ALUMNI shall be entrusted to a Management Committee.
- B. The Management Committee shall consist of:
- 22 elected members who secure the highest votes during the Annual General Meeting.
  - The Immediate Past President (who shall serve only if the incoming President is serving their first term). If vacant, the position will be filled by the 23rd candidate with the highest number of votes in the election.
  - Two appointed representatives from the NUS Business School. These representatives will be nominated by the aforementioned 23 board members after deliberation, and upon approval by the Dean and the representatives' agreement to join the Management Committee.

C. The Management Committee shall comprise the following positions:

- One President
- One 1st Vice-President
- One 2nd Vice-President
- One 3rd Vice-President
- One General Secretary
- One Deputy General Secretary
- One General Treasurer
- One Deputy General Treasurer
- One Marketing & Public Relations Officer
- One Assistant Marketing & Public Relations Officer
- One Internal Affairs & Activities Officer
- One Assistant Internal Affairs & Activities Officer
- One Learning & Development Officer
- One Assistant Learning & Development Officer
- One External Affairs Officer
- One Assistant External Affairs Officer
- Six Ordinary Committee Members. If Immediate Past President vacant, Seven Ordinary Committee Members will be appointed.
- Two Representatives from the NUS Business School
- One Immediate Past President (if applicable)

D. Elections for the Management Committee shall be conducted biennially at alternate Annual General Meetings.

## **Section Two - Eligibility for Office**

- A. Only Singapore citizens and permanent residents are eligible for the positions of President, 1st Vice-President, General Secretary, Deputy General Secretary, General Treasurer, and Deputy General Treasurer.
- B. At least 15 members of the Management Committee must be Singapore citizens or permanent residents.
- C. Candidates for election must attend the Annual General Meeting at which the election is held and consent to being nominated and elected to the Management Committee.

## **Section Three - Honorary Appointments**

- A. The Management Committee has authority to appoint alumna/alumnus who has made significant contribution to be their Honorary Advisor.
- B. The Management Committee has authority to appoint alumna/alumnus or members of public to be their honorary chairman of any affiliated committee.
- C. Such appointments shall be proposed by any Management Committee member and approved by the Management Committee. They shall not have voting rights in the ALUMNI. The term of any such appointment shall align with the current Management Committee's tenure.

## **Section Four - Term of Office**

- A. Members of the Management Committee shall hold office from the date of election until the next occasion upon which a new Management Committee is elected.
- B. All office-bearers, may be re-elected to the same or related post for up to one consecutive term after their current term, except:
  - General Treasurer and Deputy General Treasurer may not be re-elected in the next term.
  - Two Representatives from the NUS Business School not subject to the term limits.

### **Section Five - Meetings of the Management Committee**

- A. The Management Committee shall meet at least once every three months, with fourteen (14) days' notice provided to members.
- B. The President may call a meeting at any time with at least four (4) days' notice.
- C. A quorum for meetings shall consist of half the total number of Management Committee members, including those attending via online platforms.
- D. Any member (except Two Representatives from the NUS Business School) of the Management Committee absenting himself from three (3) meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Management Committee and a successor may be co-opted by the Committee to serve for the remainder of the current Management Committee' tenure.
- E. Any changes in the Management Committee shall be notified to the Registrar of Societies within two (2) weeks of the change

### **Section Six - Duties of the Management Committee**

- A. Determine the policies of the ALUMNI, organize and supervise daily activities, and ensure compliance with the ALUMNI's objectives.
- B. Manage the ALUMNI's property, funds, and accounts, ensuring proper collection, disbursement, and budgeting.
- C. Publish an annual report on the ALUMNI's activities, including the audited financial statements.
- D. Encourage overseas members to form ALUMNI sub-organizations, while at all times not assuming responsibility for such sub-organizations' compliance with foreign laws or liabilities.

### **Section Seven - Authority of the Management Committee**

- A. Delegate and supervise the tasks of special working committees, granting necessary rights where appropriate.
- B. Take disciplinary action, including expulsion, against members who harm the reputation of the ALUMNI or breach its Constitution.
- C. Publish official statements or periodicals, provided they align with the ALUMNI's objectives and are approved by the Management Committee.
- D. Convene Annual and Extraordinary General Meetings.
- E. Approve expenditures of up to S\$50,000 per item. Expenditures exceeding this amount require approval from a General Meeting.
- F. Engage in financial transactions for the ALUMNI's purposes, excluding real estate dealings.

### **Section Eight - Running of the Office**

- A. The Management Committee shall establish an office with various sections to handle the ALUMNI's daily affairs.
- B. The Management Committee shall have the discretion to employ and designate staff to manage specific sections as it may deem necessary, depending on workload complexity.

## **Chapter Five - Duties of Office Bearers of the Management Committee**

### **Section One - President**

- A. Leadership and Decision-Making
  - Oversee the strategic direction and development of the ALUMNI, guiding departments in formulating annual plans.
- B. Supervision and Coordination
  - Ensure all departments operate efficiently to achieve the ALUMNI's objectives.
- C. Representation
  - Act as the official representative of the ALUMNI, fostering relationships with the University, alumni, and external organizations while enhancing the ALUMNI's visibility.
- D. Chairing Meetings
  - Preside over Management Committee and General Meetings, ensuring smooth proceedings; hold a casting vote in case of a tie.
- E. Fundraising
  - Actively drive efforts to secure funds and resources to support ALUMNI activities.

### **Section Two - Vice-President**

- A. Supportive Duties
  - Perform tasks assigned by the President.
- B. Deputizing
  - Assume the duties, authority, and responsibilities of the President during their absence.

### **Section Three - General Secretary**

- A. Daily Operations
  - Manage the day-to-day administration of the ALUMNI and support departments in implementing activities.
- B. Meeting Management
  - Organize Management Committee and General Meetings, prepare agendas, and record minutes; issue at least fourteen (14) days' notice for meetings.
- C. Information Management
  - Maintain ALUMNI archives, ensure data security, and update the membership database.
- D. Communication
  - Act as a liaison between the ALUMNI and external parties, ensuring smooth communication and close contact with members.
- E. Membership
  - Oversee updates to membership records and process new membership applications.

### **Section Four - Deputy General Secretary**

- A. Supportive Duties
  - Support the General Secretary in executing duties.
- B. Deputizing
  - Assume the responsibilities of the General Secretary during their absence.

## **Section Five - General Treasurer**

### **A. Financial Oversight**

- Develop annual budgets, monitor fund usage, ensure compliance, and submit audit reports.

### **B. Record-Keeping**

- Maintain accurate financial records and provide regular updates to the President and Management Committee.

### **C. Fund Management**

- Handle ALUMNI income and expenses, deposit funds in bank accounts, and manage petty cash (not exceeding S\$1,000).

### **D. Co-Signing Authority**

- Co-sign checks or financial documents with the President, Vice-President, or General Secretary.

### **E. Fundraising**

- Lead efforts to ensure sufficient financial support for activities.

## **Section Six - Deputy General Treasurer**

### **A. Supportive Duties**

- Support the General Treasurer in financial responsibilities.

### **B. Deputizing**

- Assume the General Treasurer's duties in their absence.

### **C. Activity Accounts**

- Assist in managing financial records for activities.

## **Section Seven - Internal Affairs and Activities (and Assistant) Officer**

- A. Event Planning
  - Organize activities to enhance alumni engagement and interaction.
- B. Event Execution
  - Coordinate events such as festive celebrations, sports activities, and arts programs to encourage participation.
- C. Budget Management
  - Prepare event budgets and secure sponsorships; when engaging external services exceeding S\$5,000, to obtain at least three separate quotations.
- D. Collaboration
  - Work closely with the Secretariat and Marketing & Public Relations Department to ensure smooth execution and promotion.
- E. Volunteer Recruitment
  - Assist the Secretariat in recruiting and managing event volunteers.

## **Section Eight - Marketing and Public Relations (and Assistant) Officer**

- A. Brand Management
  - Enhance the ALUMNI's visibility and reputation through media and communication platforms.
- B. Event Promotion
  - Publicize ALUMNI activities and manage social media, websites, and member interactions.
- C. Membership Recruitment
  - Promote ALUMNI values to attract new members and assist in processing memberships.
- D. Content Creation
  - Produce promotional materials (e.g., posters, videos, newsletters) to support activities and publications.
- E. Crisis Management
  - Address potential public relations issues to protect the ALUMNI's reputation.

## **Section Nine - Learning & Development (and Assistant) Officer**

### **A. Learning Initiatives**

- Plan and execute activities that promote lifelong learning and professional development.

### **B. Knowledge Exchange**

- Organize forums, seminars, and other events to facilitate academic and professional collaboration.

### **C. Career Support**

- Provide career counselling, employment information, and entrepreneurial resources.

### **D. Innovative Methods**

- Utilize technology and innovative tools to meet diverse learning needs.

### **E. Budget Management**

- Prepare event budgets and secure sponsorships; when engaging external services exceeding S\$5,000, to obtain at least three separate quotations.

### **F. Collaboration**

- Work closely with the Secretariat and Marketing & Public Relations Department to ensure smooth execution and promotion.

## **Section Ten - External Affairs (and Assistant) Officer**

### **A. Relationship Building**

- Develop and maintain partnerships with external organizations, alumni associations, and government agencies.

### **B. Liaison**

- Facilitate communication between the ALUMNI, University, and external stakeholders.

### **C. Resource Development**

- Seek external resources and partnerships to enhance ALUMNI initiatives.

### **D. Community Outreach**

- Encourage member to support University through Endowment Fund. Encourage member to participate in social responsibility activities, including charity events and volunteer services.

### **E. Information Dissemination and Feedback**

- Serve as the communication bridge between the ALUMNI and external institutions, convey information and collect feedback, optimize service strategies, and enhance the ALUMNI's capacity for sustainable development.

## **Section Eleven - The representatives from the NUS Business School**

Represent University to communicate its views to the ALUMNI and provide feedback to University. Provide academic support, and encourage alumni involvement in school development.

## **Section Twelve - Ordinary Committee Members**

Assist in the overall administration of the ALUMNI and undertake tasks assigned by the Management Committee.

## **Section Thirteen - Immediate Past President**

Provide advice to the President in discharging his duties.

## **Chapter Six - Audit and Financial Year**

### **Section One - Honorary Auditors**

- A. Two Full Members, who are not part of the Management Committee, shall be elected as Honorary Auditors at every alternate Annual General Meeting.
- B. Honorary Auditors shall hold office for a term of two years and shall not be eligible for re-election to the same role for consecutive terms.
- C. The accounts of the ALUMNI shall be audited by a firm of Public Accountants and Chartered 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.
- D. The Honorary Auditors shall audit the accounts of the ALUMNI for each financial year and present their report at the Annual General Meeting.
- E. President may direct the Honorary Auditors to conduct additional audits for any specific period within their term and provide a report to the Management Committee.

### **Section Two - The Financial Year**

Commence on 1st April and end on 31st March of the following year.

## **Chapter Seven - Prohibitions**

- A. Gambling of any kind and the playing cards or mahjong whether for stakes or not, are forbidden in the ALUMNI's premises. The introduction of materials for gambling or drug taking and of bad characters in the premises is prohibited.
- B. The funds of the ALUMNI shall not be used to pay the fines of members who have been convicted in court.
- C. The ALUMNI 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.
- D. The ALUMNI shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- E. The ALUMNI shall not hold any lottery, whether confined to its members or not, in the name of the ALUMNI or its office bearers, Management Committee or members, except with the written approval of the relevant authorities.
- F. The ALUMNI 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, where necessary.
- G. The ALUMNI shall not engage in any activities that violate Singapore laws and regulations. The ALUMNI 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 services which adversely affects consumer interest.

## **Chapter Eight - Amendments of Rules**

- A. Amendments to the constitution may only be made at an Annual General Meeting or an Extraordinary General Meeting.
- B. Proposals for amendments must be submitted in writing before the commencement of any General Meeting:
  - By at least 10% of the total membership, OR
  - By request of the Management Committee
- C. Any amendment to the constitution requires approval by a resolution passed with at least a two-thirds majority of Full Members present at the General Meeting.
- D. Such amendments shall only take effect after obtaining prior approval from the Dean of the NUS Business School and the Registrar of Societies.

## **Chapter Nine - Amercements**

- A. The Management Committee reserves the right to take appropriate action, including disciplinary measures, against any member who:
  - Damages the reputation of the ALUMNI.
  - Violates the Constitution of the ALUMNI or acts in contradiction to its principles and objectives.
- B. Members who have arrears in their annual subscription fee for more than two year, shall be deemed to have voluntarily relinquished their membership.
- C. Any member who is expelled or voluntarily withdraws will not be refunded any fees previously paid.

## **Chapter Ten - Interpretation**

In the event of any question or matter arising out of any point which is not expressly provided for in this Constitution, the Management Committee shall have the power to use their own discretion. The decision of the Management Committee shall be final unless it is reversed by a General Meeting of members.

## **Chapter Eleven - Dissolution**

- A. The ALUMNI shall not be dissolved, except with the consent of not less than 60% of the Full Members of the ALUMNI for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose.
- B. In the event of the ALUMNI being dissolved as provided above, all debts and liabilities legally incurred on behalf of the ALUMNI 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 approved charities or academic organisations in Singapore.
- C. A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

## **Chapter Twelve - Disputes**

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 for mediation at the Singapore Mediation Centre (SMC) in accordance with SMC's Mediation Procedure in force for the time being.