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# NATIONAL UNIVERSITY OF SINGAPORE BIZIT SOCIETY CONSTITUTION

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NUS BIZIT

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## Article I - Naming

### Section 1 - Official Name

The name of this society shall be **National University of Singapore BiZiT Society (NUS BiZiT)**, hereafter mentioned as **NUS BiZiT**.

## Article II - Purpose/Mission

### Section 1 - Mission Statement

The purpose of **NUS BiZiT** shall be to promote the importance of business and information technology as a dual skill needed for the modern IT professional.

#### **Vision**

To be the nurturing ground for all undergraduates interested in building up their knowledge in both IT and Business domains.

#### **Mission**

To educate the importance of bridging Business and IT using Information Systems (IS)

To promote networking among students, alumni and industry professionals

To foster a stronger community spirit among students.

### Section 2 - Governing policies

**NUS BiZiT** shall abide by the relevant policies stipulated by the National University of Singapore School of Computing's policies on student clubs and societies.

## Article III - Affiliations

### Section 1 - Relationships with other bodies

We are affiliated with National University of Singapore (NUS) and its faculty, School of Computing (SoC).

NUS BiZiT has close working relationships with other faculty-associated clubs and student bodies in SoC.

## Article IV - Membership

### **Section 1 - Members compositions**

NUS students, faculty members and associates must comprise 100% of the student club or organisation's membership.

Only NUS student members carry voting rights to the society matters. Associate members (Alumnus members / Faculty members) are allowed to participate in activities hosted by the club.

For the clarity of wording, the membership is open to all Students in NUS and not restricted to SoC.

### **Section 2 - Members Criteria**

Membership in NUS BiZiT is open to all meeting the above criteria, irrespective of race, creed, colour, gender, class, age, nation of origin, nationality, disability, marital status, religion, veteran status, or sexual orientation.

The above criteria only apply for initial membership; members are to abide by the code of conduct as stipulated in the by-laws section. The disciplinary board (comprises of the incumbent executive board) reserves the right to remove any member that are found to violate the rules in the code of conduct.

### **Section 3 - Recourse for membership validity**

Members may seek recourse in disputes of membership by directing their queries to the chairing committee for appealing of decision made by the executive board.

## Article V - Officers/Executive Board

### Section 1 - The board of NUS BiZiT

#### **Chairing Committee (Non-executive)**

**Chairman** - Oversees the overall operations of the society, make governance decisions and set specific goals for the executive officers and the society. The head of the society.

**Vice-Chairman / Secretary** - Secures and records documentations of the society, collate minutes of meetings, and controls the dissemination of information to members.

#### **"Big Four" Executive Board**

**Chief Financial Officer (CFO) / Treasurer** - Handles the finances of the society, set budgets, prepare annual financial reports, spearheading fundraising events and manages sponsorships funding.

**Chief Informational Officer (CIO) / Information Technology Officer** - In charge of organising the information databases relevant to the society as well as all other technological needs of the society.

**Chief Marketing Officer (CMO) / Public Relations Officer** - Spokesperson in public relations, marketing, external relations and managing alumni members.

**Chief Operational Officer (COO) / Logistics Officer** - In charge of daily running activities, logistics and oversees the Project Managers (members of the subcommittee) in their hosting of events and activities.

The **chairing committee** and the **"Big Four" executive board** are collectively known as "the board".

### Section 2 - Running of Board

Members of the NUS BiZiT must have been a student member for at least one calendar year to be eligible to run for President. They should also be previously holding an appointment in the board or any of its subcommittees.

The Vice President, and "Big Four" positions are available to be run for by any student members of NUS BiZiT of any term.

Appointment is subjected to approval by members via a voting process determine by the voting committee and passing of appointment resolution during the Annual General Meeting (AGM).

This is excluding the selection of founding members by the founding board.

### **Section 3 - Officers' Term of Office**

The term of all officers (Chairing Committee and Executive Committee) shall follow the academic calendar announce in the academic year starting from the beginning (Monday 00:00) of Week 5 of Semester 1 of the Academic Year. The appointment of the board would end at last day (Sunday 23:59) of Week 4 of the semester.

In the event that the academic calendar is not available, the term shall fall back to the one-year period from October 1 to September 30.

The election for officers shall be conducted before the end of Week 4 of the semester. In the normal course of events, the incoming officers shall be elected by the AGM to be held before the end of Week 4.

### **Section 4 - Removal of Officers**

The board (Charing and executive committee) holds the power to remove the appointment of an officer in events where the officer is not fit for the duty. The removal of Chairman would require a vote of no confidence by the whole board and a majority vote by the members attending the Extraordinary General Meeting (EGM).

### **Section 5 - Official Reports**

An annual report consisting of the annual financial report and the summary of the running of the club with a chairman statement as executive summary would be disseminated to the members via email yearly at the closing of the term. The report will also be available on NUS BiZiT website for review by our members.

## Article VI - Elections

### **Section 1 - Election Period/Election Committee**

Election of officers shall be held in week three of the academic year. Candidates who desires to stand for a board position (subject to eligibility stipulated in Article V) must complete the candidate nomination form (prepared by the election committee).

The election committee shall comprise of student members not involved in the running for any of the positions open for elections.

Nomination would normally begin and end before week three of the new academic year.

The voting shall last from end of nomination to before the AGM date.

The exact date and time of nomination as well as voting shall be announced by the election committee one week before the start of nomination.

### **Section 2 - Election Results**

Elections results shall be announced by the head of the election committee.

If a candidate is successfully elected for a position, an appointment resolution shall be passed in-conjunction for the appointment of the elected candidate during the AGM.

### **Section 3 - Vacant Positions**

In the event of vacancies in positions at the closure of the Annual General Meeting, a by-election would be held to reopen nomination and election of candidates.

If there is a lack of student members or nominations to fill the vacancies after a single by-election, the positions shall be occupied by other officers in the board by a format of dual/multi-appointment subjected to the approval of the members.

### **Section 4 - Voting Process**

Voting in elections by a student member shall be done by a voting process which involves the completion of a voting form containing the description of all running candidates and their respective positions.



Student members can vote by submitting the physical voting form in person to a ballot box prepared by the voting committee or via email to a special purposed voting collection email address. The voting form would be disseminated to all student members via their registered emails.

For the purpose of determining quorum and votes, a valid vote shall be considered if a student member cast the vote by registering their preference through a valid voting slip submitted before the end of the voting closure date.

Each student member is granted one vote for each positions open for elections.

A candidate shall be declared the elected if the quorum of 20% voting by student members is reached and the candidate receive the highest vote among all the candidate for the position.

In the event no candidate is being elected for a position, a by-election shall be called where the top two candidates with the highest number of votes in the previous election would be submitted for the by-election. The one elected will be determined by the candidate with the highest number of votes without the restriction of the 20% quorum.

All board positions are subjected to the voting process even in the event of a single candidate vying for a position.

## Article VII - Meetings

### **Section 1 - Official Meetings**

Annual General Meeting (AGM) to be held yearly which would also serve as the time for voting for re-appointment/appointment of board members, passing of organisation budget and remuneration package to board members (if any).

Extraordinary General Meeting (EGM) shall be called in event where a voting is needed to pass a resolution (such as but not limited to appointment of executive board member(s) during the midterm of the year, removal of a board member(s), changes to constitution document, appointment of advisor, changing of organisation representative name and changes to criteria for memberships).

Other normal meetings among members are scheduled on an ad-hoc basis depending on availability of events.

All official meetings shall include a minutes of meeting to be recorded and available for review by any member of NUS BiZiT.

### **Section 2 - Chairperson for Meetings**

Meetings related to the conduct of business of NUS BiZiT shall be called by the Chairman of NUS BiZiT.

The vice-chairman/secretary shall be responsible for notifying members of the monthly meetings, via e-mail, no later than the weekend (Sunday) in advance of the meeting.

### **Section 3 - Quorum for Official Meetings**

Quorum shall consist of minimum twenty-percent (20%) of the voting members.

## Article VIII- Advisors

### **Section 1 - Advisor affiliation**

There shall be at least one full time NUS School of Computing faculty or staff advisor who shall serve as an advisor to the club or organization.

### **Section 2 - Selection criteria for Advisor**

The advisor shall be selected with respect to his/her substantial interest in working with the committee in pursuing their vision, and his/her ability to empower the committee with additional resources or networks to propagate their mission as mentioned in Article II.

### **Section 3 - Responsibility of Advisor**

The advisor shall not be compelled to attend any of the aforementioned meetings in Article VII. He/she shall remain knowledgeable about the running of the society with end-of-semester reports from the vice-chairman.

The advisor holds no direct power/responsibility in the running of the club which shall solely lie on with the board and its members.

## Article IX - Subcommittees

### **Section 1 - Compositions and Structure**

A subcommittee may be set up for each major events/activities or for a specific purpose while working with our partners.

Each subcommittee shall comprise of a minimum of two members with one chairperson.

### **Section 2 - Nomination and Appointment**

Members may self-nominate for committee candidacy. The selection of committee members shall consist of a written manifesto and two interviews. The former shall inform the committee of the candidate's purpose and how he/she is able to carry out future responsibilities.

The first interview shall be held only when the candidate's written document passes the incumbent committee's reviews with a majority vote. Candidates may request for the committee's detailed evaluation. The second interview shall only be applicable to candidates applying for committees' chair positions.

The interview shall be chaired by the preceding chair of the sub-committee (if available) or a board member with at least one other board member as witness.

## Article X - Finances

### **Section 1 - Membership Fees**

Members shall pay dues in the amount of zero dollars. Memberships are not determined by payment of a member fee but via officially registering in the member database.

### **Section 2 - Financial Reporting**

The CFO is responsible for preparing a yearly financial report and budgeting report based on the operation requirements of the organisation.

The financial report shall include an overview (executive summary) of the management efforts with regards to fundraising, usage of any funds raised, operating costs of the organisation, and disclosures of any sponsorships by other organisation and partners.

The budgeting report and allocation of funds will be subjected to the approval by the board.

The yearly financial report (a component of the annual report) shall be available on the website of NUS BiZiT and its corresponding hardcopy available for review by members upon contacting the vice-chairman/secretary in writing.

The accounts are exempted from the requirements for an audit.

## Article XI - Constitutional Amendments

### **Section 1 - Procedures for Amendments**

This constitution may be amended by a show of hand during an Extraordinary General Meeting (EGM) or in the event that a member is not able to attend the meeting, they can complete the voting by submitting the proxy voting form which would be disseminated to all members via their registered email.

Revision may be proposed by the board or its members and an EGM would be carry out after preliminary approval by the board to facilitate the voting and passing of resolution relating to the constitutional amendments.

Changes to constitution are effective immediately upon passage.

It is the responsibility of the vice-chairman to ensure constitution documents and its revision shall be accurately and properly recorded.

## Article XII - By-laws

### **Section 1 - Code of Conduct**

A registered member who fails to comply with the Code will be liable to disciplinary action. Two committees have been appointed to enforce NUS BiZiT ethical standards: The Disciplinary Committee and the Appeal Committee.

The committees derive their powers from the by-laws. Members and students who fail to observe the standards expected of them may be required to answer a complaint before the NUS BiZiT Disciplinary Committee.

The code of conduct comprises of three guiding principles:

1. To comply with relevant laws and regulations and avoid any action that discredits NUS BiZiT.
2. To represent NUS BiZiT directly only with approval from the board.
3. To exercise respect to other members of NUS BiZiT in order to foster a healthy community.