

# **University of California, Berkeley Singapore Student Association CONSTITUTION**

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# CONTENT PAGE

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**ARTICLE I: NAME**

**ARTICLE II: PURPOSE**

**ARTICLE III: MEMBERSHIP**

**ARTICLE IV: ELECTIONS**

**ARTICLE V: MEETINGS**

**ARTICLE VI: CONSTITUTIONAL AMENDMENTS**

**ARTICLE VII: DISSOLUTION**

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## **SUPPORTING DOCUMENTS \*1:**

**I. SSA IDENTITY PACKAGE**

**II. SSA EXCO CODE OF CONDUCT**

**III. ASUC SIGNATORY HANDBOOK (HARD COPY ONLY)**

**IV. ASUC AGENT GUIDEBOOK (HARD COPY ONLY)**

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<sup>1</sup> Contents of the supporting documents can be changed as needed. They are not officially part of the constitution and will not require formal constitutional amendments.

## **ARTICLE I: NAME**

Singapore Student Association

## **ARTICLE II: PURPOSE**

### **Vision:**

To be the premier student organization that unites, fosters, and develops a Singaporean identity for students in UC Berkeley.

### **Mission:**

The Singapore Student Association will organize social, recreational, and professional activities that are relevant, engaging and accessible to all members and the broader campus community.

### **Strategic Directions :**

1. To conduct ourselves as dignified representatives of Singapore.
2. To promote our nation, culture and heritage on campus.
3. To be innovative in our endeavors.
4. To strengthen strategic partnerships with the campus community, UC Berkeley alumni and external organizations.
5. To strive for operational excellence in our administration and events management

## **ARTICLE III: MEMBERSHIP**

All UC Berkeley students, faculty and staff who are interested in the cultures of Singapore and are keen to interact with Singaporeans are welcome to become active members in SSA.

Only currently registered students, faculty, and staff may be active members in a registered student organization. Only active paying members may vote or hold office.

Off-campus participants are welcomed and will be recognized as non-active members. These include SSA's alumni, and other Singaporeans based in the Bay Area. However, they will not be allowed to vote or hold office.

We will not haze according to California State Law.

We will not restrict membership based upon race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services).

## **ARTICLE IV: OFFICERS & ELECTIONS**

### I – OFFICER ROLES OF SSA

A1. The Executive Committee (EXCO) of the SSA consists of the President, Vice-President, Secretary, Treasurer, Event Director(s), Publicity Director and Outreach Director. The minimum EXCO strength should include a President, Vice-President, Secretary, Treasurer, at least one Event / Publicity Director and an Outreach Director.

A2. The Executive Committee is elected at least 2 weeks before Reading, Review, and Recitation Week of every Spring Semester, following which, they will serve for the next two semesters.

B1. The President serves as the primary point of contact for any other organizations on and off campus.

B2. The President, Vice President, Secretary, and Treasurer serve as SSA's signatories and are responsible for re-registering SSA as a student organization with the LEAD Center every Fall.

C3. For more details with regard to the individual roles and responsibilities of the EXCO, please refer to supporting document II, "SSA EXCO Code of Conduct"

### II - NOMINATION PROCESS FOR EXECUTIVE COMMITTEE (EXCO)

A1. Nominations shall be made for the positions of President, Vice-President, Secretary, Treasurer, Event Director(s), Publicity Director and Outreach Director in that order. Members can either nominate themselves or be nominated by another member to be considered for the position. Event Director(s), Publicity Director and the Outreach Director can hold up to two concurrent appointments in the EXCO.

A2. Nominees shall then decide if he or she wants to accept or decline the nomination. Upon acceptance, the nominee becomes an official candidate for the position.

### III - ELECTORAL PROCESS

A1. The electoral process will be conducted in the following order: President, Vice President, Secretary, Treasurer, Event Director(s), Publicity Director and Outreach Director.

B1. Candidates running for the same position will have to make a Speech and have a Question and Answer session individually. All candidates can be present while other nominees of the same category make their speeches. The order of speeches will be determined among the candidates. If no consensus can be made, the incumbent chair will decide the order.

- The time limit for speeches varies according to the position as follows: President— 4 minutes, Vice-President— 4 minutes, and all other positions shall be limited to 3 minutes per candidate.

- The time limit for the Question and Answer session varies according to the position as follows: President— 4 minutes, all other officers shall be allowed 3 minutes. The time limit includes the time taken to ask and answer the questions.

- Candidates running for more than one position are required to state their order of preference for the positions at the start of this Question and Answer session.
- All of the time limits listed in section B1 can be subject to change with approval from all running candidates.

C1. When all the candidates contesting for a position have undergone the above mentioned process, they shall all exit the room and there shall be a Discussion about them. When the Discussion is over, the candidates shall return to the room and the next group of candidates contesting for the next position shall be called to exit the room.

- This discussion will be an opportunity when members of the floor will be able to give constructive feedback. The feedback given has to be substantiated with an example or a solid reason to ensure that the Discussion remains fair and objective. This Discussion shall be moderated by a member of the existing SSA committee.
- The length of the Discussion for each position shall be decided by the incumbent President and SSA committee, depending on the number of candidates running for the post.

#### IV - VOTING AND COMMITTEE FORMATION

A1. Members eligible to vote shall be given the voting slips at the start of the election process.

- All past and present paying members are eligible to vote. Individuals that have never been members before will be asked to pay a commitment fee of \$10 that may be applied towards next semester's membership fees.

A2. Members are given two votes for each position except Event Director(s) and Publicity Director where they can cast three votes.

B1. An existing SSA committee member shall count the votes.

C1. The Incoming President will decide the number of Event Directors based on the needs of the club, and will be allowed to make adjustments should there be a change in needs.

C2. For each position, the candidate with the most number of votes shall be elected to the position. For the position of Event Director, the number of candidates (as specified by the President) who have the top number of votes shall be elected to the positions.

C3. In event that a candidate is elected to more than one position, that candidate shall have to decide which position he or she would like to accept. The position(s) that is (are) rejected shall go to the candidates with the next highest number of votes.

D1. The new SSA committee will be formed when all elected candidates accept their election.

## **ARTICLE V: MEETINGS**

The association will have a general meeting once every semester and it will be called by the President.

Mandatory EXCO meetings will be called by the President to prepare for events and discuss issues related to the club.

A 1/2 majority vote within the EXCO is required for an executive decision to be passed.

Special emergency meetings will be called if there is an urgent need for dissolution to be decided upon, or if important matters relating to Singapore need to be discussed.

## **ARTICLE VI: CONSTITUTIONAL AMENDMENTS**

Amendments will be proposed by committee members and a general meeting will be called via mass email at least one week before the meeting.

The email will state specifically the agenda of the meeting and what a club vote is necessary for amendments to be passed.

Three days before the meeting, a reminder of the meeting is to be sent out via mass email again.

The amendment changes will be carried out through only if half of the paying members (both on-campus and off-campus members are present at the meeting, and there is a two-thirds majority vote in favor of it among those present.

All amendments, additions or deletions to this document must be filed with the LEAD Center in 432 Eshleman Hall.

## **ARTICLE VII: DISSOLUTION**

Dissolution will be decided upon with a vote within the committee and will be carried out with an eighty percent majority.

All unspent ASUC funds shall be returned to the ASUC; all Graduate Assembly funds shall be returned to the Graduate Assembly.

In the event that SSA is defunct for five (5) or more years, any privately owned funds shall be donated to the Overseas Singaporean Unit.

**For expectations and other policies, please refer to the supporting documents.**