

## **CONSTITUTION OF SINGAPORE STUDENTS' ASSOCIATION (JAPAN)**

### **Article I - NAME**

The name of the association shall be "SINGAPORE STUDENTS' ASSOCIATION (JAPAN)", or SSAJ in short (henceforth referred to as "SSAJ").

SSAJ shall be known in Japanese as:

「在日シンガポール留学生協会」

### **Article II - OBJECTIVES**

A. The objectives of SSAJ shall be:

1. To support members in the form of general assistance to the best of the association's capacity.
2. To disseminate information from relevant sources to members.
3. To serve as a social platform for members to meet one another.
4. To boost the profile of Singapore in Japan through the student body.

### **Article III - MEMBERSHIP**

A. Membership shall be defined in terms of persons who officially register themselves as SSAJ members, and whose registration has been approved by the Executive Committee of SSAJ (henceforth referred to as "EXCO").

B. SSAJ shall have 2 categories of membership:

1. SSAJ Member

A SSAJ member shall be a Singapore citizen or PR who is:

- i. enrolled in an officially recognized educational institution in Japan, including but not limited to Universities, Junior Colleges, Professional Training Institutes, and Language Schools or,
- ii. or student enrolled in official recognised education institutions in Singapore residing in Japan with a visa allowing a stay of more than ninety (90) days.

2. Friend of SSAJ

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A Friend of SSAJ shall be anyone who does not satisfy the qualification criteria of a SSAJ member, but has been recognized by the EXCO as sharing the objectives of SSAJ.

- C. The privilege of voting on any issue pertaining to SSAJ (including election of officers and constitutional amendments) shall be limited to SSAJ members only.
- D. Membership is free for all members.

## **Article IV - ORGANISATION**

### A. EXCO

There shall be an EXCO comprising of 'X' members, where 'X' shall be the number determined by the preceding EXCO. This will be further elaborated in Article V. The EXCO shall constitute the following suggested primary positions:

#### 1. President

Responsible for:

- i. Representing and speaking on behalf of SSAJ.
- ii. Seeking support from affiliated organizations for the planning and smooth implementation of SSAJ initiatives.
- iii. Managing external correspondence.
- iv. Chairing EXCO meetings.

#### 2. Vice-President

Responsible for:

- i. Assisting the President in conducting his duties, and discharging the responsibilities of the President in his/her absence.
- ii. Ensuring the smooth internal functioning of the association.
- iii. Managing internal correspondence.

#### 3. Public Relations Officer

Responsible for:

- i. Maintaining publicity channels to disseminate information to members.
- ii. Facilitating the organization of events and activities catering to the needs of SSAJ members.

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- iii. Promoting SSAJ as a community to members and non-members alike.

## 4. Treasurer

Responsible for:

- i. Ensuring responsible, sustainable and appropriate usage of SSAJ funds.
- ii. Maintaining a clear record of financial transactions.
- iii. Seeking avenues to obtain funding for SSAJ activities.

## 5. Executive Secretary

Responsible for:

- i. Compiling meeting agendas, taking minutes for meetings and disseminating them to EXCO members.
- ii. Updating the SSAJ website regularly.

## B. Criteria for EXCO Members

1. EXCO Members shall serve a one-year term in principle. This shall be decided upon a vote of membership conducted during the EXCO election, which will be addressed in Article V. Members of the EXCO (comprising both SSAJ Members and Friends of SSAJ) must have institutional affiliations in Japan, and must hold residence in Japan.
2. Key appointment holders (comprising the President and the Treasurer) must be SSAJ Members.
3. Nominees shall declare their intentions to continue residing in Japan for one (1) year as of the date of Annual General Meetings (henceforth referred to as "AGM").
4. The President must be able to serve the full one-year term, and shall be proficient in Japanese.
5. In the event that an individual vacates a post before the end of his or her term, the EXCO reserves the right to appoint a suitable replacement, whose office is valid until the next EXCO election.
6. Changes to the Composition of the EXCO
  - i. Individual Role of EXCO Members

The incoming EXCO reserves the right to determine their individual roles, responsibilities, and titles based on the suggested primary positions in Article IV Section A Clause 1 to 5.

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## ii. Size of EXCO

The EXCO reserves the right to appoint additional Executive Members to the committee, up to a maximum of two (2) persons. The determination of the scope of duties is left to the discretion of existing EXCO Members. If the EXCO decides to do so, she must inform SSAJ's members of the proposed appointment in EXCO composition within one (1) week of the decision, list the scope of duties, and offer all valid reasons and clarification concerning the change. This notification will be done through the mailing list, web posting, and/or any appropriate channel of communication. The official appointment and taking office of the new Executive Member may only take place any time later than one (1) week from the aforementioned announcement.

## iii. Vote of No Confidence

SSAJ members can pass a vote of no confidence providing they are able to gather a total number of votes at least equal to 30% of the total number of current SSAJ Members (as stated in the minutes of the latest AGM meeting).

## iv. In the event that an EXCO member remains uncontactable and he/she does not fulfill his/her responsibilities outlined in Article IV Section A for a period of 31 days, should there be a unanimous vote by the remaining members of the EXCO, the EXCO member in question shall be dutifully discharged of his/her position.

## C. Affiliations and Partnerships

The EXCO shall establish ties with the Embassy of the Republic of Singapore in Tokyo, Japan, and other affiliates and partners on behalf of SSAJ. The aim is to provide members with opportunities outside SSAJ and procure organisational funding and sponsorship for the association.

## **Article V - ANNUAL GENERAL MEETING**

A. The current EXCO shall be responsible for organizing and setting the place, date, and time of the AGM.

B. The AGM shall be held annually in the period of May/June, to be decided by the current EXCO.

C. The AGM shall comprise of the following:

1. Update by President

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The President shall present an overview of the activities undertaken by SSAJ throughout the current EXCO term.

## 2. Update of Finances

The Treasurer shall present an overview of SSAJ's financial status at the end of the current financial year.

## 3. Matters of the Day

The EXCO shall make any announcements and/or address any outstanding issues where relevant.

## 4. EXCO Election

- i. The call for nominations should be done at least 1 month before the day of the EXCO Election.
- ii. Nominations for candidates, either personal or on behalf of another person with consent, must be submitted to the EXCO two weeks prior to the day of the EXCO Election.
- iii. The EXCO will then verify the eligibility of each nominee, and reserves the right to reject any nomination in the case where it fails to satisfy any of the required criteria stated in Article IV Section B. In addition, there shall be a prescreening process of candidates, the format of which is subject to the decision of the outgoing EXCO. The purpose of this prescreening process is to assess the willingness to commit of the candidate. A candidate will be eliminated at this stage only if there is unanimous agreement by the outgoing EXCO.
- iv. The elections will be supervised by a neutral, which shall be a member of the current EXCO and will not be participating in the elections as a candidate.
- v. Incoming EXCO members will be voted in by participants at the AGM. In the event that an SSAJ member is not able to participate in the AGM, he or she is able to cast a proxy vote through the neutral. This right is subject to the SSAJ member providing a valid proof of absence.
- vi. In the event that the number of members casting votes for the election (including proxy voters but excluding nominees) falls below the number of nominees, the nominees shall not be allowed to vote.
- vii. To maintain the secrecy of votes, only the neutral shall have access to all votes.

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viii. In principle, the current EXCO reserves the unrestricted right to determine the format and operational procedure of the EXCO Election.

## 5. Others

The EXCO shall respond to any queries posed by participants at the AGM.

D. The minutes of the AGM meeting (excluding finances) shall be published through the mailing list and made available to all members. The minutes of the AGM shall include the number of SSAJ Members as of the date of the AGM.

## **Article VI FINANCE**

A. The financial year shall commence when the current EXCO has been voted in during May/June, and ends when the incoming EXCO is voted in during May/June of the following year.

B. All expenditure of the Association shall be paid out directly from the Association's bank account. Any expenditure not exceeding 10,000JPY or the equivalent in foreign currency must be approved by the President or Vice President. Any expenditure exceeding 10,000JPY or the equivalent in foreign currency shall be approved by a majority decision from the EXCO members.

C. In principle, the Treasurer shall be constantly accountable to the EXCO on the status of SSAJ's finances. An annual financial statement shall be prepared by the Treasurer at the end of the financial year and shall be distributed **ONLY** to the current and incoming EXCO members. All contents of the annual financial statement shall be privy only to the current and incoming EXCO members.

D. Should any SSAJ member wish to view the annual financial statement, he/she may do so by putting in a formal request in writing. In order to do so, he/she shall be required to agree to non-disclosure of its contents. He or she will not be entitled to keep any copies of the said statement.

## **Article VII AMENDMENTS TO THE CONSTITUTION**

A. Amendments to the Constitution may be proposed by:

1. the EXCO; or
2. any SSAJ Member during the AGM.

B. Amendments shall require the approval of a simple majority of the members present during the AGM.

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- C. The constitution shall be publicised to the SSAJ members one (1) week prior to the AGM.

## **Article VIII GENERAL**

### A. Resignation from Membership

1. Upon graduation, membership will automatically be discontinued. Former members may also be referred to JUGAS for membership.
2. Current members who choose to opt out of membership may do so in writing to the EXCO.

### B. Termination or Suspension

1. The EXCO reserves the right to terminate or suspend the membership of any SSAJ Member or Friend of SSAJ based on the interests of the organization.