

## Executive Committee Officers Regulations

### **Citation**

1. This Regulation may be cited as the Executive Committee Officers Regulations.

### **Interpretation**

2. In this Regulation, unless it is otherwise provided or the context otherwise requires, all words shall have the meanings given in the Constitution of the National University of Singapore Students' Union.

### **Amendment**

3. A Motion seeking to amend or remove any provision of this Regulation shall not be passed unless it has been supported by the votes of:
  - (1) Not less than half of the total number of Voting Council Representatives present during a Council Meeting, or
  - (2) Not less than half of the total number of Union Members present during a General Meeting of the Union.
4. Notwithstanding section 3, a Motion seeking to amend or remove section 6 of this Regulation shall not be passed unless it has been supported by the votes of:
  - (1) Not less than two-thirds of the total number of Voting Council Representatives present during a Council Meeting, or
  - (2) Not less than half of the total number of Union Members present during a General Meeting of the Union.
5. For the purposes of sections 3 and 4, amendment of provisions includes addition, amendment or repealing of provisions.

### **Legislative History**

- 5A. This Regulation was first enacted on 4 August 2012 and amended on 27 July 2013, 5 February 2014, 1 August 2015, and 18 June 2016.

### **Executive Committee Officers**

6. The following Executive Committee Officers shall be elected by the Council at the first Council Meeting at the start of every Academic Year:
  - (1) President
  - (2) Vice-President
  - (3) General Secretary
  - (4) Financial Secretary
  - (5) Communications Secretary
  - (6) Student Life Secretary
  - (7) Student Welfare Secretary

### **Duties and powers of Executive Committee Officers**

7. The duties and powers of Executive Committee Officers shall be as follows:
- (1) The President
    - (a) The President shall be the Chairman of the Executive Committee.
    - (b) The President shall provide strategic leadership and be accountable to all members of the Union.
    - (c) The President shall be responsible for ensuring that the Executive Committee carries out the general policies consistent with the objects of the Union as laid down by the Council.
    - (d) The President shall have the right to call all Meetings of the Union, the Council and the Executive Committee.
    - (e) The President shall be responsible for organising meetings with the Presidents of the Constituent Clubs and the Associate Bodies.
    - (f) The President shall have the right to appoint ad-hoc/pro-tem committees.
    - (g) The President, or the Vice-President in the President's absence, shall sit in the Student Life and University Town Council Meetings.
    - (h) The President shall be an ex-officio member of the Finance Committee.
    - (i) The President shall be responsible for and countersign all bills of the Union, including but not restricted to all financial/procurement quotations, invoices, claims and reimbursement forms.
    - (j) The President shall, together with the Financial Secretary, plan and propose the Union Budget required for the preceding period, maintain an oversight on the financial status of the Union and ensuring adherence to all financial guidelines.
    - (k) The President shall ensure proper handover of all records to the incoming Executive Committee Officers during the change of the term of office.
  - (2) The Vice-President
    - (a) The Vice-President shall assist the President in all the President's duties, powers and responsibilities.
    - (b) All duties, powers and responsibilities of the President shall, in his absence, devolve upon the Vice-President.
    - (c) The Vice-President shall succeed the President for the remainder of the President's terms of office in the event of the latter's position falling vacant.
    - (d) The Vice-President shall organise programmes for leadership development for members of the Union.

- (3) The General Secretary
- (a) The General Secretary shall be responsible for the upkeep and maintenance of the Union records and shall conduct the correspondence of the Union.
  - (b) The General Secretary shall be responsible for convening all Meetings of the Union, the Council and the Executive Committee.
  - (c) The General Secretary shall keep minutes of all Council and Executive Committee meetings.
    - (i) He shall keep the minutes in suitable minutes books and publish, using reasonable means, copies of these minutes within fourteen (14) days of such meetings.
    - (ii) He shall also circulate copies of these minutes to all members of the Council within fourteen (14) days of each Council Meeting and/or Executive Committee Meeting.
  - (d) The General Secretary shall submit at Executive Committee meetings any matter for discussion received from members of the Union.
  - (e) The General Secretary shall submit the records of the Union for the inspection of any member of the Union who shall have given fourteen (14) days' notice of intention to inspect the records.
  - (f) The General Secretary shall prepare and submit on behalf of the out-going Council the Annual Report of the Union at the Annual General Meeting.
  - (g) The General Secretary shall, in the event of the Council going out of office before the completion of its term, prepare and submit on its behalf a Report of the Union covering its period of office, to the incoming General Secretary within four (4) weeks.
  - (h) The General Secretary shall maintain a permanent record of all the decisions and resolutions made by the Council and the Executive Committee.
  - (i) The General Secretary shall, hand over all records, including those of meetings and agreements to the incoming Executive Committee Officers during the change of term of office.
  - (j) The General Secretary shall keep an inventory of all property belonging to the Union.
  - (k) The General Secretary shall keep a register of all members serving in the Union.

- (4) The Financial Secretary
- (a) The Financial Secretary shall be the ex-officio Chairman of the Finance Committee.
  - (b) The Financial Secretary shall receive, from the University's Finance Office, the audited Statement of Income and Expenditure and present on behalf of the Executive Committee at the Annual General Meeting, and balance sheet for the previous financial year for the Union's information.
  - (c) The Financial Secretary shall present on behalf of the Executive Committee to the members of the Union the Union Budget for the incoming financial year upon ratification by the Council.
  - (d) The Financial Secretary shall keep a record of the Union's accounts and hand over all financial records inclusive of any outstanding accruals or payment during the change of term of office.
  - (e) The Financial Secretary shall receive on behalf of the Executive Committee any funds that may be paid to the Executive Committee. Such funds shall be remitted to the University's Finance Office for credit to the Executive Committee's account.
  - (f) The Financial Secretary shall sign and submit all bills of the Executive Committee, which have been countersigned by the President, for payment by the University's Finance Office.
  - (g) The Financial Secretary shall be responsible for presenting on the behalf of the Finance Standing Committee at Council Meetings the status of the NUSSU Council Funding.
  - (h) The Financial Secretary shall conduct regular dialogues with the University's Finance Office on the overall financial workflow of the Union, including but not restricted to attending mandatory financial briefing sessions by the University's Finance Office.
  - (i) The Financial Secretary shall, together with the President, plan and propose the Union Budget required for the preceding period, maintain an oversight on the financial status of the Union and ensuring adherence to all financial guidelines.

- (5) The Communications Secretary
- (a) The Communications Secretary shall be the ex-officio Chairman of the Publication Standing Committee.
  - (b) The Communications Secretary shall be an ex-officio member of all editorial boards of Union publications, enjoying privileges of membership and acting as liaison between the Executive Committee and such editorial boards.
  - (c) The Communications Secretary shall publicise such activities of the Union as may be directed by the Council or the Executive Committee.
  - (d) The Communications Secretary shall disseminate such information as may be released by the Council, the Executive Committee and such other committees of the Union.
  - (e) The Communications Secretary shall be responsible for the co-ordination of the work of the editors of Union publications.
  - (f) The Communications Secretary shall develop communication means to relay information from the University administration.
- (6) The Student Life Secretary
- (a) The Student Life Secretary shall be responsible to promote campus vibrancy, including but not limited to Union projects and initiatives.
  - (b) The Student Life Secretary shall be the ex-officio Chairman of the Freshmen Orientation Central Committee, which he/she shall be responsible for appointing the project directors of this Committee and provide oversight of the projects of the Union.
  - (c) The Student Life Secretary shall be responsible to hold meetings with the representatives of the Constituent Clubs on Freshmen Orientation matters.
  - (d) The Student Life Secretary shall conduct regular dialogues with the Office of Student Affairs on Freshmen Orientation matters.
- (7) The Student Welfare Secretary
- (a) The Student Welfare Secretary shall be the ex-officio Chairman of the Committee for Student Welfare.
  - (b) The Student Welfare Secretary shall be responsible for policies that promote the interests of Union members, including but not limited to academic interests and tangible welfare of Union members.
  - (c) The Student Welfare Secretary shall conduct feedback dialogues with the members of the Union at least once every quarter of the term with Faculty Constituent Clubs.
  - (d) The Student Welfare Secretary shall be responsible for delivering academic-related concerns to the Board of Undergraduate Studies meetings.

**Finances**

8. The financial regulations for the Union shall be found in the Finance Regulations.

**General**

9. *[Repealed in the 7<sup>th</sup> Council Meeting of the 34<sup>th</sup> NUSSU Council]*
10. All press releases on matters within the purview of the Union shall be made by the President or the General Secretary with the prior approval of the Executive Committee.

**Meeting Regulations**

11. Subject to the approval of the Union Council, the Executive Committee may draw up regulations for the procedure for all General, Council, and Executive Committee meetings of the Union and of Standing Committees of the Union.