

Singapore Campus of James Cook University

Constitution of the Student Council

On this day, month, year, this Constitution was ratified by the Executive Committee of Student Council and the Office of Campus Activities, Singapore campus of James Cook University.

*Fill this portion only if there were amendments made to the committee.

On this day, month, year, the Amendment(s) to the Constitution was (were) ratified by the Executive Committee of Student Council and the Office of Campus Activities, Singapore campus of James Cook University.

ARTICLE I. GLOSSARY

- 1.1** This Constitution shall be known as the “Constitution of the Student Council in Singapore campus of James Cook University”.
- 1.2** This Constitution shall govern the Student Council in Singapore campus of James Cook University.
- 1.3** For the purpose of this Constitution, unless the context indicates otherwise,
- 1.3.1 “JCU Singapore” or “University” signifies Singapore campus of James Cook University.
 - 1.3.2 “Student Council” or “Council” refers to the Student Council in JCU Singapore.
 - 1.3.3 “Council Officers” or “Officers” refer to the office holders of the Student Council as set out in Article III of this Constitution, including Executive Committee Officers and Nominated Council Officers.
 - 1.3.4 “University Authority” or “Management” refers to the administrative staff of JCU Singapore insofar as the Student Council is concerned or affected.
 - 1.3.5 “Office of Campus Activities” or “OCA” refers to the staff of Campus Activities of JCU Singapore insofar as the Student Council is concerned or affected.
 - 1.3.6 “Bylaws” are regulatory laws created and maintained by the Executive Committee of the Student Council which apply to all Executive Committee Officers (as the same may be amended or supplemented from time to time).

- 1.3.7 “Bi-trimester General Meeting” or “BGM” refers to a meeting to elect the new Council Officers of the Student Council in JCU Singapore.
- 1.3.8 “Extraordinary General Meeting” or “EOGM” refers to a meeting of the Council Officers (other than the BGM).
- 1.3.9 “Clubs” refer to the clubs in JCU Singapore.
- 1.3.10 “Wings” refers to a category of Clubs in JCU Singapore.
- 1.3.11 “Wing Head/s” refers to the leader/s of the category of Clubs in JCU Singapore.

ARTICLE II. PURPOSE

The purpose of the Student Council shall be:

- 2.1** To organize, coordinate, and direct student activities designed to improve the general welfare of the student body;
- 2.2** To advise and make recommendations to the staff of JCU Singapore on student matters, affairs, and activities;
- 2.3** To encourage all Clubs to work together for the betterment of the student body and JCU Singapore;
- 2.4** To represent JCU Singapore in external student activities;
- 2.5** To assist OCA in the preparation and orderly conduct of the Student Council election, except members who are running for re-election;
- 2.6** To represent the Clubs as well as the student body in meetings with JCU Singapore.

ARTICLE III. OFFICERS

3.1 Elected Executive Committee Officer:

The Student Council shall have Executive Committee comprising leaders and decision-makers of the Council. The fixed number of Executive Committee Officers is four and they shall hold the following positions:

- a) President
- b) Vice President (Clubs)
- c) Vice President (Orientation)
- d) Secretary

3.2 Nominated Council Officer:

The Student Council shall have Council Officers (other than Executive Committee Officers) to look after the operations of the Council. The fixed number of Nominated Council Officers is nine and they shall hold the following positions.

- a) Treasurer
- b) Head of Human Resource
- c) Head of Public Relations & Marketing
- d) Head of Logistics
- e) Five Respective Wing Heads of Clubs
 - Academic Wing Head
 - Common Interest Wing Head
 - Cultural Wing Head
 - Performing Arts Wing Head
 - Sports Wing Head

3.3 Qualifications for Holding Office/Leadership Position:

In order to be eligible to hold any office in the Council, the following qualifications must be met:

- 3.3.1 The candidate must be a member of the Council within the respective Wing.
- 3.3.2 The candidate must have at least two academic terms ("Study Periods") remaining before any one of the following:
 - a) Leaving for James Cook University at the Townsville/Cairns campus,
 - b) Leaving JCU Singapore without graduating,
 - c) Graduating from JCU Singapore.
- 3.3.3 The candidate must have completed at least one academic term at JCU Singapore.
- 3.3.4 The term of the office will be concurrent with the term of the Student Council.

3.4 Duties of the Officers:

- 3.4.1 The President shall be the principal executive officer and shall have, without limitation, the following duties:
 - a) To preside at all General Meetings and EOGMs of the Council.
 - b) To call the EOGMs of the Council, when required.
 - c) Act as a spokesperson for the Council.
 - d) Ensures the Executive Committee Officers communicate with Nominated Council Officers clearly and effectively acts as a source of information for the Council.

- e) Facilitator: It is important to establish a good interpersonal network that helps Officers work together. This involves determining and defining the procedures and structures of the Council, assisting Officers, defining issues, and summarizing progress.
- f) Explore new ways of approaching problems in conjunction with the Officers, and help the Council learn from their experiences. Evaluate the effectiveness of the Council on an ongoing basis so that it moves forward.
- g) Jointly be responsible with the Treasurer for the Council's finances.
- h) Draw up agendas for meetings in conjunction with the Council Secretary.
- i) To perform other duties as specified in the Bylaws.

3.4.2 The Vice President (Clubs) shall have, without limitation, the following duties:

- a) Be knowledgeable and disseminate information on the deadlines for budget proposals and other events.
- b) Be well versed in the formats of various proposals and protocols and ensure every form submitted to the school adheres to it.
- c) Bring forth any concerns from Wing Heads to the school and Nominated Council Officers and vice-versa.
- d) Give Wing Heads clear and timely information of their tasks during any school-based event.
- e) May assume the duties of the President in the absence of the President.
- f) Act as counsel to the President on important general decisions or affairs.
- g) Act as a spokesperson for the Council if required and perform other duties stated in the Bylaws required of an Executive Committee Officers.

3.4.3 The Vice President (Orientation) shall have, without limitation, the following duties:

- a) To oversee the Orientation Committee as its head and plan all orientation side of affairs for the student body with the Executive Committee Officers responsible for orientation.
- b) Responsible for managing and running orientation week and its activities as the overarching student head in charge.
- c) Roster management and executive decisions of the orientation committee will rest with the incumbent, and shall only be presided by the President and OCA.
- d) May assume the duties of the President in the absence of the President and Vice President (Clubs).
- e) To preside alongside the Vice President (Clubs) at General Meetings and EOGMs of the Council should the President be unable to attend or discharge his/her duties.
- f) Act as counsel to the President on important general decisions or affairs.
- g) Act as a spokesperson for the Council if required and perform other duties stated in the Bylaws required of an Executive Committee Officers.

- h) Work closely alongside the Executive Committee Officers responsible for logistics and finance to ensure smooth planning and management of orientation inventory.

3.4.4 The Secretary shall have, without limitation, to the following duties:

- a) To keep a record of all members and activities of the Council.
- b) To keep and distribute minutes of General Meetings and EOGMs of the Council.
- c) To handle all official correspondence of the Council.
- d) Liaise with OCA about events, equipment, team travel, team accommodation, etc.
- e) Inform members on decisions and checks to make sure that tasks have been carried out.
- f) Compiles a report to be submitted to OCA at the end of two trimesters.
- g) Be responsible for generating events for the Student Council alongside the other officers under the Secretary. Officers include Head of Logistics, Head of Human Resources, Head of Public Relations and Marketing, and Treasurer.
- h) To perform other duties as specified in the Bylaws.

3.4.5 The Treasurer shall have, without limitation, the following duties:

- a) To keep all financial records of the Council.
- b) To prepare and submit financial reports to the Secretary for compilation.
- c) To prepare, review, and approve/disapprove all budget requests for funds.
- d) To be conversant with and competent in the University accounting procedures and policies.
- e) To handle all monetary matters regarding the Council.
- f) Work with the Logistics hand in hand.
- g) To work alongside the Secretary to generate and execute any plans and/or events approved by the Council.

3.4.6 The Head of Human Resource shall have, without limitation, the following duties:

- a) To manage the manpower requirements of the Council.
- b) To prepare and submit all meeting & event attendance reports to the Secretary for compilation.
- c) To prepare, review, and approve/disapprove all manpower requests from the Council.
- d) To record & maintain Council Officers list & contact details.
- e) To handle all manpower matters regarding the Council.
- f) Club grading
- g) To assist OCA in planning the bonding & training activities of the Council.
- h) To work alongside the Secretary to generate and execute any plans and/or events approved by the Council.

3.4.7 The Head of Public Relations & Marketing shall have, without limitation, the following duties:

- a) In charge of all marketing communications activities and generate goodwill from the public.
- b) In charge of corporate communications and be the communication point interfacing invited speakers, VIP or JCU Singapore staff with regards to engaging other institutions.
- c) Manage contents of the Council's social media.
- d) Assist OCA in updating the Clubs webpage.
- e) To work alongside the Secretary to generate and execute any plans and/or events approved by the Council.

3.4.8 The Head of Logistics shall have, without limitation, the following duties:

- a) To keep all logistics records & inventory of the Council.
- b) To purchase and organize all the Council events' related logistics including Orientation and Games Day.
- c) Liaise with the Orientation Logistics on items needed for Orientation and Games Day.
- d) Liaise with Clubs logistics on items needed/replaced for the clubs.
- e) Work with the Treasurer hand in hand.
- f) To work alongside the Secretary to generate and execute any plans and/or events approved by the Council.

3.4.9 The Wing Heads of Clubs shall have, without limitation, the following duties:

- a) Be knowledgeable and updated on the Executive Committee Officers of the Clubs under respective wings.
- b) Be updated on and encourage the participation of clubs under them for school-based events.
- c) Disseminate information from the Council to their clubs.
- d) Keep track and remind club members of upcoming deadlines for proposals.
- e) Bring forth any concerns of the club members to the Vice-President (Clubs) and vice-versa.
- f) Represent their respective wings during orientation.

3.5 Resignation of an Officer/ Vacancy of office:

3.5.1 In the event of a vacancy of an office (other than the President) before the expiration of two Study Periods, an EOGM shall be called by the President within one week of the vacancy to notify all Council Officers to vote for and elect a new Officer.

3.5.2 In the event of a vacancy of the President before the expiration of two Study Periods, the Vice President (Clubs) shall assume the responsibilities of the President until an EOGM is called to elect a new President or the Vice President (Clubs) shall ascend to the office of the President (and to hold the concurrent position of Vice President (Clubs)) for the

remainder of the academic term with the permission of the Associate Director of Student Affairs.

3.6 Changes in Officers:

All changes of Officers shall be submitted to OCA within two weeks of such a change. The reason for such a change must be stated. This is so that OCA is kept up to date with the current Officers of the Council.

3.7 Elections:

- 3.7.1 During the second BGM of the academic trimester, the current Council Officers will step down and the new Officers of the Council shall be elected for two Study Periods.
- 3.7.2 Candidates for election must be a member of a club in JCU Singapore.
- 3.7.3 An initial nomination email will be sent to all members of clubs, who can be nominated by clubs or individuals that belong to a club.
- 3.7.4 Nominees will be interviewed by the current Council Officers with OCA present.
- 3.7.5 Prior to the election, candidates will be given one minute to speak to allow a more informed voting decision.
- 3.7.6 Each club can only cast one (1) vote in respect of each position for which candidates are standing for election.
- 3.7.7 The club members will cast their vote in secret with OCA.
- 3.7.8 The election process will be handled by OCA with the support of the current Council Officers, less those who wish to be re-elected.
- 3.7.9 All Council Officers may only hold office for two Study Periods. If any Council Officer wishes to continue to hold office, he/she is required to stand for re-election or otherwise be approved by OCA. This is with the exception of the Treasurer. Please refer to 3.4.5 for the details of the duties of the Treasurer.
- 3.7.10 Positions up for election are: President, Vice President (Clubs), Vice President (Orientation) & Secretary.
- 3.7.11 Non-elected positions are Head of Human Resource, Wing Heads of Clubs, Head of Logistics, Head of Public Relations & Marketing, and Treasurer.
- 3.7.12 Non-elected positions are shortlisted, interviewed, and selected by current Council Officers.

3.8 School Management Rights:

OCA and/or the Associate Director of Student Affairs hold(s) the right to elect and relieve Officers of their positions on the Council.

ARTICLE IV. MEETINGS

4.1 General Meetings:

- 4.1.1 Business meetings of the Council shall be called by the President on the first and last week of the academic term.
- 4.1.2 Non-business meetings for the purpose of instruction, practice, or other activities shall be held as often as the Council requires. Further requirements may be stated in the Bylaws.

4.2 Extraordinary General Meetings:

- 4.2.1 An EOGM may be called by the President upon three days' notice to the Council Officers.
- 4.2.2 The President shall call an EOGM on the request in writing of at least eighty percent of all Council Officers.

4.3 Quorum:

- 4.3.1 The quorum for business meetings shall be at least six.
- 4.3.2 The meeting cannot be conducted without at least six Council Officers.
- 4.3.3 Quorum is not required to hold non-business meetings (such as instruction, classes, or other activities and events).

ARTICLE V. BYLAWS

5.1 Establishing of Bylaws:

The Executive Committee will establish the Bylaws that will further govern the day-to-day affairs of the Council.

5.2 Effective period:

The effective period for Bylaws shall be one year (or such longer period as may be determined by the Council), and the Bylaws may be amended in accordance with Article 5.3 hereof.

5.3 Ratification:

- 5.3.1 Any proposed amendment to the Bylaws before the lapse of one year shall be presented to the Council Officers at least two weeks prior to the meeting at which the vote shall be held.
- 5.3.2 Ratification of an amendment to the Bylaws shall require the consent of at least eighty percent of the Council Officers present at a regularly scheduled business meeting of the Council.

ARTICLE VI. CLUB ADVISOR

6.1 The Advisor for the Council must be an academic staff (including full-time academic staff and learning support advisors) or full-time employee of JCU Singapore.

6.1.1 The Advisor will be an OCA staff.

6.1.2 The duties of the Advisor will be the following:

- a) Mentor and advise the Council on how best to fulfill its purpose.
- b) Hold members and officers of the Council accountable.
- c) Provide structure for the meetings of the Council and serve as a resource for Council Officers during meetings.

ARTICLE VII. MEMBERSHIP

7.1 Removal of Executive Committee Officers of the Council

This section outlines the guidelines and protocols for the removal of any Executive Committee officer.

7.1.1 Grounds for removal of Executive Committee Officers include:

- a) Violation of JCU Singapore's Policy and/or Student Code of Conduct.
- b) Violation of the Council's standards and/or expectations as follows:
 - Did not abide by outlined attendance policy.
 - Did not perform duties as stated by the Council.

7.1.2 An Executive Committee Officer may be removed by the following process:

- a) A petition to remove the Executive Committee Officer shall be submitted to the OCA. A petition must contain the signatures of at least eighty percent of Council Officers. When a petition is received with all appropriate signatures, OCA, with the help of the President shall call an EOGM of the Council to decide upon the removal within two weeks after the submission of the said petition.

- b) The case/evidence/cause for removal is to be presented by the OCA at an EOGM of the Council.
- c) The Executive Committee Officer in question shall be provided with an opportunity to defend himself/herself either in person or in writing.
- d) OCA will make the final decision of removal.

7.2 Appeal of Removal of Executive Committee Officers:

Executive Committee Officer shall be allowed to appeal the original result through a specific process.

- 7.2.1 An Executive Committee Officer may appeal his/her removal. The appeal must be made to OCA within two weeks from the date of the original vote for removal. If approved by OCA, OCA will request the President to call an EOGM of the Council.
- 7.2.2 The President shall notify all Council Officers of this EOGM, which is to occur within one week and not more than two weeks after the date on which the appeal request is received by the OCA.
- 7.2.3 The decision to repeal OCA's decision for removal shall require a strong enough reason for OCA to rescind the removal.

7.3 Removal of Nominated Council Officer

This section outlines the guidelines and protocols for the removal of any Nominated Council Officer.

- 7.3.1 Grounds for removal of Officers include:
 - a) Violation of JCU Singapore's Policy and/or Student Code of Conduct.
 - b) Violation of the Council's standards and/or expectations as follows:
 - Did not abide by outlined attendance policy.
 - Did not perform duties as stated in ARTICLE III.
- 7.3.2 A Council Officer may be removed by the following process:
 - a) A petition to remove the Council Officer shall be submitted to the President. A petition must contain the signatures of at least eighty percent of Council Officers. When a petition is received with all appropriate signatures, the President shall call an EOGM of the Council to decide upon a Council Officer's removal within two weeks after the submission of the said petition.
 - b) The case/evidence/cause for removal is to be presented by OCA at an EOGM of the Council.

- c) The Officer in question shall be provided with an opportunity to defend himself/herself either in person or in writing.
- d) Voting is to take place after both cases of accusation/grounds and defense have been made. For a vote for removal to take place, eighty percent of all Council Officers must be in attendance at the meeting, and the consent of at least eighty percent of the Council Officers present at the EOGM is required for removal.

7.4 Appeal of Removal of Nominated Council Officers:

Nominated Council Officers shall be allowed to appeal the original result through a specific process.

7.4.1 A Nominated Council Officer may appeal his/her removal. The appeal must be made to the President within two weeks from the date of the original vote for removal.

7.4.2 The President shall notify all Council Officers of this EOGM, which is to occur within one week and not more than two weeks after the date on which the appeal request is received by the President. The decision to repeal the vote for removal shall require eighty percent of all Council Officers must be in attendance at the meeting and the consent of at least eighty percent of the Council Officers present at the EOGM.

ARTICLE VIII. NON-DISCRIMINATION STATEMENT

8.1 Non-discrimination Statement:

No student is to be excluded from membership or participation based on race, ethnicity, color, creed, national origin, religion, sex, sexual orientation, gender identity, age, marital status, political affiliation, medical reasons, or physical disability unrelated to the purpose of the Council. Discriminatory behavior regarding organizational activities or the actions of Council members is a violation of JCU Singapore's policy and may be addressed by the Management as inappropriate and handled accordingly.

ARTICLE IX. AMENDMENTS

9.1 Amendments to Constitution:

9.1.1 Any proposed amendment to this Constitution shall be presented to the Council members at least one week prior to the meeting at which the vote shall be held, and shall require the consent of at least 80 percent of all Council members present at the meeting.

9.1.2 The Council shall not amend this Constitution or ratify any proposed amendment to this Constitution without the prior approval in writing of Campus Activities Office and/or the Associate Director of Student Affairs to be in effect.

ARTICLE X. EFFECTIVENESS

10.1 This Constitution shall take effect upon the approval of JCU Singapore. It shall take precedence over all other constitutions, if any, in JCU Singapore.

This Constitution was adopted on _____. (Date)

Effective Date: 17/09/2021 (V1.0)

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