

# **NUS MBA ALUMNI ASSOCIATION CONSTITUTION**

## **ARTICLE 1 - NAME AND OFFICE**

- 1.1 The name of the Society shall be "NUS MBA ALUMNI ASSOCIATION" and shall hereinafter be referred to as "the Alumni".
- 1.2 The official place of business of the Alumni shall be The Graduate School of Business (GSB) National University of Singapore, 10 Kent Ridge Crescent, Singapore 119260 or such other address as may subsequently be decided upon by the Executive Committee and approved by the Registrar of Societies.

## **ARTICLE 2 - OBJECTS**

- 2.1 To serve as the central body for members concerned with and interested in the advancement of management education, practice and profession in the Republic of Singapore.
- 2.2 To encourage and organise educational, social, cultural, sporting and civic activities among members.
- 2.3 To provide a recognised means of communication and to establish rapport between the members of the Alumni, and the NUS Business School and the National University of Singapore (NUS).
- 2.4 To promote interaction between the members of the Alumni and the business communities and any external body including overseas Graduate Business Schools and Associations and other Alumni.
- 2.5 To publish papers, journals, newsletters and other materials to achieve the above objects.
- 2.6 To acquire by purchase, lease or otherwise land, buildings, tenements or hereditaments and any movable or immovable properties for any of the objects of the Alumni.
- 2.7 To sell, manage, lease, mortgage, dispose of or otherwise deal with all or any part of the property of the Alumni.
- 2.8 To borrow and raise and to invest any monies of the Alumni not immediately required for any of its objects in such manner as the Alumni may from time to time think fit.

## **ARTICLE 3 - MEMBERSHIP**

- 3.1 There shall be five (5) categories of membership, namely:

- (a) **Life Membership**

- All persons who have been conferred the degree of Master of Business Administration by the National University of Singapore shall be eligible to Life membership.

- (b) **Associate Membership**

- (i) All persons who are undergoing the program leading to the degree of Master of Business Administration or who are taking or have been awarded the Diploma of Business Administration from the National University of Singapore shall be eligible for associate membership.
- (ii) Upon being conferred the degree of Master of Business Administration, the associate membership shall expire and such member can apply to the Alumni to convert to Life membership.

**(c) Graduate Membership**

Those associate members who have been conferred with the degree of Master of Business Administration from the NUS and who elect not to convert their membership to Life members will remain on the roll of the Alumni members as graduate members unless they elect to have their names deleted.

**(d) Affiliate Membership**

- (i) All other persons who are MBA graduates from other universities and/or have been conferred other equivalent postgraduate business qualifications acceptable to the Executive Committee can be admitted as Affiliate Members.
- (ii) The admittance of Affiliate Members into the Alumni shall be at the discretion of the Executive Committee, but the number of Affiliate Members should not exceed the number of Life Members at any time.
- (iii) Affiliate Members from a particular university or institution of higher learning can apply to the Executive Committee to form a sub-group within the Alumni.

**(e) Honorary Membership**

- (i) The Executive Committee shall be empowered to confer Honorary Membership on any person who has distinguished himself in the field of management or who has contributed distinguished service to the field of management.
- (ii) Nomination for Honorary Membership shall be made by not less than 2 members of the Executive Committee. Any decision on conferment of Honorary Membership shall be taken at a meeting of the Executive Committee called for the purpose and such conferment shall be made only with the approval of not less than two-thirds of the Executive Committee. The conferment will have to be confirmed by a resolution duly passed at a General Meeting.
- (iii) The number of Honorary Membership should not exceed 20 or five percentum of the total membership (whichever is lower) at any time.
- (iv) A person conferred with Honorary Membership shall not be required to pay an entrance fee and annual subscription.

3.2 All Life members shall have the right:

- (a) to stand for election, to nominate or second a candidate, and to vote in the Alumni's elections;
- (b) to vote at General Meetings of the Alumni;
- (c) to have such other privileges as may be decided at General Meetings of the Alumni.

All associate, graduate, honorary and affiliate members shall have such rights and privileges as may be decided at General Meetings of the Alumni. In no circumstances will they have the rights of life members as stipulated in 3.2 (a) and 3.2 (b).

Graduate members will not enjoy the rights of Life members unless they convert their membership to that of Life members.

- 3.3 (a) The Executive Committee may suspend a member for such period as it shall determine or may expel a member if he:
- (i) is convicted of a criminal offence which in the opinion of the Executive Committee is of a serious nature;
  - (ii) has conducted himself, whether on the Alumni's premises or elsewhere, by word or act, in a manner which in the opinion of the Executive Committee is prejudicial to the interests of the Alumni and/or injurious to its reputation;

Provided that such member has been given an opportunity to present his case in person before the Executive Committee, and provided further that such member may, within thirty days from the date of the Executive Committee's decision or such extended period as may be approved by the Committee, lodge a Notice of Appeal to the Committee of Appeal against this decision for its consideration, this considered decision of the Committee of Appeal shall be final.

- (b) the Committee of Appeal shall consist of three (3) members: (i) the Dean of the Faculty of Business Administration, NUS; (ii) a past President of the Alumni; (iii) the current President of the Alumni.  
In the event that any of the members specified above are unable to fill the above positions, the Executive Committee will have the right to appoint suitable replacements for the purpose.
  - (c) The Executive Committee shall through the Honorary Secretary, notify in writing such member its decision and/or decisions to suspend or expel him from membership.
  - (d) The name of any person who has been expelled from membership shall be removed from the Register of Members.
- 3.4 A person whose name has been removed from the Register of Members may apply, after a period of two years, to the Executive Committee for reinstatement, and such a person may be reinstated conditionally or unconditionally as the Committee may at its discretion deem fit. The Committee shall not be bound to reinstate the said person or assign any reason thereof.
- 3.5 Members shall abide by the Constitution and not act in any way inconsistent with its objects.

## **ARTICLE 4 - SUBSCRIPTIONS**

- 4.1 The entrance fee and subscription for all types of membership shall be determined from time to time at a general meeting. The subscription shall be payable in such manner as the Committee may from time to time decide.
- 4.2 If any member shall fail to pay his subscription within one month of such subscription becoming due, notice shall be sent to him calling his attention thereof, and if he does not pay the amount within fourteen days from posting of such notice, the Committee shall be informed of such fact, and if he does not pay the amount within one calendar month from the posting of such notice, the Committee may delete his name from the membership of the Society. But if at any time he gives to the Committee a satisfactory explanation he may, at the discretion of the Committee and upon payment of all arrears, be re-admitted to membership.

## **ARTICLE 5 - EXECUTIVE COMMITTEE**

- 5.1 The administration of the Alumni shall be vested in the Executive Committee which shall be elected at Annual General Meeting. Members of the Executive Committee are to be elected every 2 years, with each member of the Executive Committee being elected to a term of 2 years.
- 5.2 The Executive Committee shall consist of the following members
  - a) The President,
  - b) The Vice-President,
  - c) The Honorary Secretary,
  - d) The Honorary Assistant Secretary,
  - e) The Honorary Treasurer,
  - f) The Honorary Assistant Treasurer,
  - g) Three other Committee Members,
  - h) A nominee from the NUS Business School.
- 5.3 All members of the Executive Committee shall be eligible for re-election for a second consecutive term with the exception of the Hon Treasurer or the Hon Asst Treasurer who shall not be re-elected to the same or related position.
- 5.4 Only Singapore citizens and permanent residents shall be eligible for election to the posts of President, Vice-President, Honorary Secretary, Honorary Assistant Secretary, Honorary Treasurer and Honorary Assistant Treasurer.
- 5.5 Members of the Executive Committee shall hold office from the date of election until the next occasion upon which a new committee is elected.
- 5.6 The Executive Committee shall:
  - a) be responsible for the formulation of policies and organisation of activities which are consistent with the objects of the Alumni;
  - b) have charge of the assets of the Alumni;
  - c) be responsible for the proper expenditure of the Alumni's finances;
  - d) publish an annual report on the Alumni's activities which report shall also include the annual accounts of the Alumni.

- 5.7 The Executive Committee shall have the following powers:
- a)
    - i) to appoint standing or special committees for the proper administration of the Alumni and to exercise control over such committees;
    - ii) to delegate to such committees such powers as it considers necessary;
  - b)
    - i) to approve the application of any new members of the Alumni;
    - ii) to accept the resignation of any member of the Alumni;
    - iii) to accept the resignation of any member of the Executive Committee or any other office bearer of the Alumni and to fill, by appointment from among the Alumni Life members, the vacancy thus arising;
    - iv) to co-opt Alumni members to assist the Committee in its administration.
  - c) to take disciplinary action against members who violate the Constitution of the Alumni;
  - d) to authorise publications or release official statements on behalf of the Alumni, such publications and statements to be consistent with the objects of the Alumni. No official statement may be made except by the President or Honorary Secretary and only with the approval of the Executive Committee;
  - e) to give a decision upon any matter consistent with the objects of the Alumni but not provided for in this Constitution;
  - f) to convene meetings of the Alumni;
  - g) to authorise expenditure from the Alumni's funds for the Alumni's purposes.
- 5.8 The Executive Committee shall meet as often as the business of the Alumni may require, but at least once in every two months, and at every meeting not less than half of the Committee members shall constitute a quorum.

## **ARTICLE 6 - DUTIES AND POWERS OF MEMBERS OF THE EXECUTIVE COMMITTEE**

- 6.1 The President shall:
- a) preside over all General and Executive Committee Meetings;
  - b) represent the Alumni in its dealings with outside persons;
  - c) have the right to call meetings of the Executive Committee;
  - d) have the casting vote at Executive Committee Meetings.
- 6.2 The Vice-President shall deputise for the President in the latter's absence.
- 6.3 The Honorary Secretary shall:

- a) be responsible for convening all meetings of the Alumni and of the Executive Committee;
  - b) keep minutes of meetings of the Alumni and of the Executive Committee;
  - c) carry out the decisions of the Alumni and of the Executive Committee;
  - d) have charge of all Alumni records and conduct the correspondence of the Alumni;
  - e) submit at Executive Committee meetings any matter for discussion received from members of the Alumni;
  - f) submit the records of the Alumni for inspection by any member of the Alumni who shall have given one week's notice of intention to inspect the records;
  - g) prepare the annual report of the Alumni for presentation to members;
  - h) maintain an up-to-date register of members.
- 6.4 The Honorary Assistant Secretary shall deputise for the Honorary Secretary in the latter's absence.
- 6.5 The Honorary Treasurer shall:
- a) keep all funds and collect and disburse all monies on behalf of the Alumni;
  - b) keep an account of all monetary transactions in a proper manner and shall be responsible for their correctness;
  - c) have power to retain in his hand for current expenses of the Alumni a sum of money not exceeding S\$200 in cash and to deposit the excess of this in a bank to be named by the Executive Committee;
  - d) be responsible for making all payments on behalf of the Alumni and all such payments exceeding the sum of S\$200 shall be made by cheque drawn in the name of the payee;
  - e) sign all cheques issued in conjunction with the President or the Vice-President or the Honorary Secretary, on behalf of the Alumni;
  - f) make financial reports at regular intervals prescribed by the Executive Committee.
- 6.6 The Honorary Assistant Treasurer shall deputise for the Honorary Treasurer in the latter's absence.
- 6.7 Nominee of NUS Business School shall:
- a) represent the NUS Business School in the Alumni;
  - b) provide the link between NUS Business School and the Alumni;
  - c) present the Alumni's views and deliberations to the NUS Business School.

- 6.8 Any member of the Executive Committee absenting himself from two meetings consecutively without any satisfactory explanation shall be deemed to have withdrawn from the Executive Committee.

## **ARTICLE 7 - FINANCE AND AUDIT**

- 7.1 The Financial Year of the Alumni shall begin on 1st January and end on 31st December of the same year.
- 7.2 The Accounts of the Alumni shall be audited at the close of the Financial Year by the two Honorary Auditors appointed at the Annual General Meeting.
- 7.3 An Honorary Auditor shall not be a member of the Executive Committee, nor be eligible for re-election to the same post for a second consecutive term.

## **ARTICLE 8 - GENERAL MEETINGS**

- 8.1 The General Meetings of the Alumni shall be the Annual General Meetings and Extraordinary General Meetings.
- 8.2 The Annual General Meetings of the Alumni shall be held in February each year, at a place upon a date and time to be fixed by the Executive Committee for the following purposes:
- a) to receive from the Executive Committee a report of the activities of the Alumni during the preceding year and the audited Statement of Accounts and a list of Members;
  - b) to elect Members of the Executive Committee and to appoint two Honorary Auditors who shall not be a Member of the Executive Committee for the coming year;
  - c) to decide on any resolution which may be duly submitted to the General Meeting as provided under Article 8, Clause 8.12.
- 8.3 Notice of the Annual General Meeting shall be sent to all members not less than 14 days before the date fixed for the meeting.
- 8.4 The Executive Committee may at any time for any special reason call an Extraordinary General Meeting of the Alumni and shall do so within two months upon the requisition in writing of at least ten Life members of the Alumni stating the object and reasons for such a Meeting.
- 8.5 Notice calling an Extraordinary General Meeting shall be sent to all Life members not less than 14 days before the date fixed for such meeting and shall state the business to be discussed.
- 8.6 Unless otherwise provided, a motion or resolution at any General Meeting shall be carried out by a simple majority of those Life members present and voting.
- 8.7 Except as prescribed in Article 9, Clause 9.5(c), voting shall be by a show of hands unless a ballot is demanded by the person presiding or by at least ten Life members present and eligible to vote.

- 8.8 Voting by proxy is not permissible except under Article 11 and Article 12, Clause 12.1.
- a) The instrument appointing a proxy shall be in writing in a form prescribed by the Executive Committee or as near thereof as possible. A member shall only appoint as his proxy a member who is entitled to exercise a vote at a meeting of the Alumni.
  - b) The proxy shall be valid for use at one meeting only or for any adjournment of that Meeting.
  - c) The Executive Committee shall be entitled to issue an appeal for proxies in favour of the President or his nominee.
  - d) The instrument in proper form appointing a proxy must be deposited with the Honorary Secretary of the Alumni not less than forty-eight hours before the meeting at which it is intended to be used.
- 8.9 On a show of hands every Life member present shall have one vote. Upon a ballot every Life member present in person or by proxy shall have one vote. The person presiding shall have a second or casting vote whether the issue is to be decided by a simple or other stipulated majority.
- 8.10 At all Annual and Extraordinary General Meetings, at least one quarter of the total voting membership of the Alumni or twenty voting members, whichever is smaller, shall constitute a quorum.
- 8.11 In the event of there being no quorum, the meeting shall be adjourned for half an hour and should the number then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to alter, amend, or make additions to any clause of the existing Constitution.
- 8.12 Any Life member who wishes to place an item on the agenda of a General Meeting may do so provided the member gives notice to the Honorary Secretary one week before the Meeting is due to be held. The proposed motion must be supported by 2 Life members.

## **ARTICLE 9 – NOMINATION & ELECTION OF EXECUTIVE COMMITTEE MEMBERS**

- 9.1 A notice calling for nomination for election of Life members to the Executive Committee shall be sent by the Honorary Secretary to all Life members not less than 14 days before the Annual General Meeting.
- 9.2 All such nominations in a form prescribed by the Executive Committee must be returned to the Honorary Secretary not later than 3 days before the Annual General Meeting.
- 9.3 Each nomination form shall be signed by the proposer and seconder and shall contain the written consent of the candidate for election as an Executive Committee member.
- 9.4 a) Should the number of nominations received 3 days before the Annual General Meeting be insufficient to fill any of the posts in the Executive Committee, those already so nominated shall be deemed to have been elected to their respective posts in the Executive Committee.



- b) Nominations may then be made from amongst and by those Life members present at the Annual General Meeting, and those so nominated may be elected to fill the remaining vacancies in the manner prescribed in Article 9, Clause 9.5.

9.5 The election procedure shall be as follows:

- a) The Executive Committee shall appoint two members to act as scrutineers; the persons appointed shall not be office bearers or members of the Executive Committee nor shall they be candidates for election at the meeting.
- b) Scrutineers shall examine the nominations and where there is only one nomination to an office or only sufficient nominations in respect of the vacancies for Executive Committee under Article 5, Clause 5.2(e), shall advise the person presiding at the meeting who shall forthwith declare the persons so nominated to be elected.
- c) Where there is more than one nomination for an office or more than a sufficient number of nominations for members of the Executive Committee under Article 5, Clause 5.2(e), the scrutineers shall issue ballot papers to those present and entitled to vote, and after the papers have been marked, shall collect them and shall report the number of votes cast for each person nominated to the person presiding at the meeting who shall announce the result of the ballot.
- d) In the event of an equality of votes the election shall be determined by a second or subsequent ballot.

## **ARTICLE 10 - PATRON**

Prominent personalities of the Business Communities or Academia shall be patrons of the Alumni.

## **ARTICLE 11 - AMENDMENT TO THE CONSTITUTION**

- 11.1 Amendments to the Constitution shall be made at the Annual General Meeting or at any Extraordinary General Meeting.
- 11.2 Proposed amendments to the Constitution shall be submitted in writing and seconded by another member to the Honorary Secretary at least 28 days before the General Meeting and these proposed amendments shall be referred to the Executive Committee, which shall make its recommendations thereon.
- 11.3 Amendments to the Constitution shall be carried on a two-thirds (2/3) majority vote of the Life Members present at the General Meeting. Such amendment shall not be enforced or applied until it has been submitted to and approved by the Registrar of Societies.

## **ARTICLE 12 - DISSOLUTION**

- 12.1 Subject to Article 12, Clause 12.2, the Alumni shall not be dissolved, except with the consent of not less than three-fifths (3/5) of the total voting members of the Alumni for

the time being resident in Singapore expressed either in person or by proxy at a General Meeting convened for that purpose.

- 12.2 In the event of the Alumni being dissolved, all debts and liabilities legally incurred on behalf of the Alumni shall be fully discharged, and the remaining funds shall be disposed off in the way as decided by the members at the General Meeting or donated to a charitable organisation.
- 12.3 Notice of dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

### **ARTICLE 13 – PROHIBITIONS**

- 13.1 Gaming of any kind and the playing of paikow or mahjong, whether for stakes or not, are forbidden on the Alumni's premises. The introduction of materials for gambling or taking of prohibited drugs and of bad characters into the premises is prohibited.
- 13.2 The funds of the Alumni shall not be used to pay fines of members who have been convicted in Court.
- 13.3 The Alumni shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any Trade Union activity as defined in any written law relating to trade unions for the time being in force in Singapore.
- 13.4 The Alumni shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 13.5 The Alumni shall not hold any lottery, whether confined to its members or not, in the name of the Alumni or its office-bearers, Committee or members.
- 13.6 The Alumni shall not raise funds for whatever purposes without the prior approval from the Registrar of Societies and other relevant authorities.

### **ARTICLE 14 - INTERPRETATION**

In the event of any question or matter arising out of any point which is not expressly provided for in the Constitution, the Executive Committee shall have the power to use their own discretion.

18 March 1999

Amended: 9 June 2007

Amended: 25 February 2022