



The Constitution of The Singapore Students' Association of Germany



1. Introduction

- 1.1. This Constitution is of the Singapore Students' Association of Germany (hereafter known as "the SSAG")

2. Mission Statement

- 2.1. The SSAG shall have, as raison d'être, six main objectives:
 - 2.1.1. To promote interaction amongst members
 - 2.1.2. To help integrate new members into the German culture and way of life
 - 2.1.3. To act as a representative body for Singaporean students in Germany, as well as those in other German-speaking countries, namely Switzerland and Austria. The use of the adjective 'German' in this Constitution shall henceforth be generally used to refer to German-speaking countries and universities, unless stated otherwise.
 - 2.1.4. To promote and maintain links with Singapore.
 - 2.1.5. To maintain links with alumni members.
 - 2.1.6. To promote interaction between the SSAG and other societies or organisations.

3. Membership

- 3.1. An individual shall be admitted into the SSAG as a member following official registration and meeting the necessary requirements for membership as stated in the Constitution. The Constitution shall also be made available to potential members for their reference prior to joining.
- 3.2. Members with full voting rights (hereafter referred to as 'Full Members') may include students, here understood as person currently on an academic programme, an industrial attachment or a researcher at a German-speaking university or university-linked institution. Others may join the SSAG as members at the discretion of the Executive Committee as 'Associate Members' who will have less priority to SSAG funding and subsidies for events than Full Members. And the Associate Member's eligibility for voting



shall be determined by Full Members who form the quorum (as defined in § 13.4), as well as the prevailing Regulations and Guidelines on SSAG Elections (as defined in § 14).

- 3.3. The names of all members shall be entered in the membership roll, a document containing the personal data of SSAG's active members.
- 3.4. For students and university-employed who are Singaporean citizens and Permanent Residents (PRs):
 - 3.4.1. Anyone may apply for membership.
 - 3.4.2. The SSAG reserves the right to reject any applications for membership.
- 3.5. For students who are non-Singaporeans:
 - 3.5.1. Any non-Singaporean student's application for membership must come with recommendations from at least 2 Singaporean members before it will be considered valid. Non-Singaporeans or non-Singapore PRs who have previously attended and/or completed studies in Singapore may be excused from this requirement.
 - 3.5.2. The number of non-Singaporean members is not to exceed 40% of the total membership.
 - 3.5.3. Subsidies for non-Singaporean members are subject to conditions imposed by the sponsors of the SSAG.
 - 3.5.4. Non-Singaporean members possess full voting rights.
 - 3.5.5. The SSAG reserves the right to reject any applications for membership

4. Organisation

- 4.1. The President shall head the SSAG.
- 4.2. The Executive Committee shall comprise: the President, the Vice-President(s), the Secretary, the Treasurer, and the Public Relations Manager. Should there be a lack of suitable candidates for whatsoever reasons, the posts shall be filled in the following order: the President, the Treasurer, the Vice-President(s), the Secretary and the Public Relations Manager.



- 4.3. The main working language of the SSAG shall be English with usage of British English spelling conventions. When necessary or where deemed appropriate, the SSAG shall also provide and coordinate liaisons as well as information in the German language.
- 4.4. The Executive Committee may appoint, at their discretion, Local speakers to represent the members in their respective regions or localities, especially for members based in German-speaking areas outside of Germany.

5. The Executive Committee

- 5.1. The Executive Committee (hereafter known as "the Exco") shall be elected in the Annual General Meeting (hereafter known as "the AGM").
- 5.2. The Exco, as a collective headed by the President, shall act as a coordinating body amongst members, and present the SSAG in external affairs, such as interactions and event coordination with other bodies and organisations.
- 5.3. The Exco shall be ultimately responsible for the SSAG as an organisation.

6. The President

- 6.1. The President shall be elected in the AGM.
- 6.2. The President shall liaise with external bodies and sponsors on a regular basis to provide feedback and to obtain endorsement.
- 6.3. The President holds the authority of expenditure approval of not more than 150€ (in each case) for costs incurred on behalf SSAG.
- 6.4. The President shall chair meetings of the Exco and possess special voting rights as stated in § 16.8.
- 6.5. The President shall be answerable at all times to the SSAG for any mismanagement or misconduct by the Exco.
- 6.6. The President should possess some working knowledge of German. If not, at least one other member of the Exco should be sufficiently proficient in the command of the German language.

7. The Vice-President(s)



- 7.1. The Vice-President(s) shall be elected in the AGM.
- 7.2. The Vice-President(s) shall assist the President in the management of the SSAG to the best of his ability.
- 7.3. In the event of the President's absence or inability, the Vice-President(s) shall take over the responsibilities and duties of the President until the President returns, or a new President has been elected. The Vice-President(s) shall also assume the role of Secretary and/or Public Relations Manager should any of these positions be vacant.

8. The Secretary

- 8.1. The Secretary shall be elected in the AGM.
- 8.2. The Secretary shall be responsible for recording the minutes of meetings, as well as in assisting the President in monitoring the progress of projects.
- 8.3. The Secretary shall distribute the agenda for Exco meetings at least 1 day in advance.
- 8.4. The Secretary shall distribute the minutes for meetings at latest 1 week to everyone who was present at that meeting.
- 8.5. The Secretary shall be assist all Exco members with the drafting and editing of correspondences with external agencies.
- 8.6. The Secretary shall maintain a file of all documents used during Exco meetings.
- 8.7. In the event of both the President's and Vice-President's absence or inability, the Secretary shall take over the responsibilities and duties of the President until the President returns, or a new President is elected.

9. The Treasurer

- 9.1. The Treasurer shall be elected in the AGM
- 9.2. The Treasurer shall maintain the financial accounts of the SSAG. Any irregularities detected shall be reported to the President and Vice-President(s) immediately, and a meeting of the Exco shall be called as soon as possible.
- 9.3. The Treasurer shall present an annual financial report to the SSAG during the AGM. Additionally, a report shall be made to the Exco at every meeting.



9.4. The Treasurer holds the authority to approve expenditures of up to 30 EUR related to the SSAG or SSAG-events (such as payments on behalf of the SSAG or reimbursements to members). The Treasurer is solely accountable for approval given in these instances.

10. The Public Relations Manager

- 10.1. The Public Relations Manager (hereafter known as "the PR Manager") shall be elected in the AGM.
- 10.2. The PR Manager shall be responsible for drafting all correspondences with external agencies.
- 10.3. The PR Manager shall make general announcements to other SSAG members regarding events and general matters via multiple platforms, i.e. SMS, Internet social networks.
- 10.4. The PR Manager shall assist all other Exco members in disseminating information to SSAG members as required.

11. Management of the SSAG's media platforms

- 11.1. The setting-up, management as well as development of SSAG media platforms (which includes, but is not restricted to, the SSAG website, online social media platforms as well as print media) shall be the main responsibility of the PR Manager under advice and supervision of the President. The PR Manager shall also by default be the Webmaster, unless otherwise decided by the Exco.
- 11.2. The Webmaster shall carry out the daily maintenance of the SSAG's various media platforms.
- 11.3. The Webmaster shall act as the main moderator on the SSAG media platforms by ensuring that it is free of offensive or inappropriate material.
- 11.4. Further Regulations and Guidelines on Management of SSAG Media Platforms may be agreed upon and issued by the Exco, insofar as it does not contravene any part of the Constitution.

12. The AGM Coordinator



- 12.1. The AGM Coordinator shall be appointed by the Exco 2 weeks before the AGM.
- 12.2. The AGM Coordinator shall chair the AGM and the Exco Elections.
- 12.3. The AGM Coordinator must not be a candidate running for any of the Exco positions.
- 12.4. The AGM Coordinator is not permitted to vote during any AGM discussions, as well as the Exco Elections
- 12.5. In the event of a tie during AGM discussions (excluding the Exco Elections), the AGM Coordinator holds the authority to decide the outcome.

13. Annual General Meeting (AGM)

- 13.1. The AGM shall be chaired by the AGM Coordinator.
- 13.2. The AGM must be held every year.
- 13.3. Notice of the AGM shall be given a month in advance to all members.
- 13.4. The AGM shall be held when at least 15 members, or at least 50% of full members physically present in Germany confirm their attendance, whichever lesser. A quorum is considered to have been formed once this requirement is met.
- 13.5. The following shall be handled in the AGM:
 - 13.5.1. The President and Vice-President(s) shall give a review of their terms in office.
 - 13.5.2. The Treasurer shall present a report of the financial accounts over the past year.
 - 13.5.3. The Elections for the next Exco shall be held.
 - 13.5.4. The Constitution shall be ratified.
- 13.6. Queries may be presented during the AGM at the discretion of the AGM Coordinator.
- 13.7. The AGM Coordinator may nominate such speakers, keeping in mind the time available for the event.
- 13.8. The AGM Coordinator may halt any discussion on a particular topic by calling it to a vote. A simple majority shall make the decision.
- 13.9. If the discussion is pertinent to the proceedings, the AGM Coordinator may limit the number of speakers in order to expedite matters.
- 13.10. A vote called during the AGM that does not concern the Exco Elections shall be conducted by the AGM Coordinator by stating the question aloud. Members shall raise



their hands accordingly when the "Yea" or "Nay" vote is presented by the AGM Coordinator. The AGM Coordinator shall then count and announce the results.

13.11. The AGM Coordinator holds the authority of requesting that persons with exceptional interests in particular issues refrain from voting.

14. Exco Elections

14.1. The Exco Elections shall be chaired by the AGM Coordinator.

14.2. The Elections shall be held during the AGM.

14.3. The positions in the Exco shall be contested individually based on the Constitution, as well as the Regulations and Guidelines on SSAG Elections issued by the Exco, insofar that the latter do not contravene the constitution of the SSAG.

14.4. Only Singaporeans and Singapore PRs are entitled to run for the posts of President and Treasurer, due to Association funds stemming from Singaporean sources. Anyone may run for other Exco positions, such as Vice President(s), Secretary, and PR Manager.

14.5. Nomination of candidates for the posts shall be openly announced by the incumbent Exco at least three weeks prior to the AGM. Candidates may run for more than one post, although they may only assume one position in the Exco.

14.6. When there are at least two contesting candidates for each position, nominations shall be closed two weeks in advance of the AGM. Otherwise, nominations shall not be closed. Candidates nominated shall thereafter be made known to SSAG members by either AGM Coordinator or the incumbent Exco.

14.7. In tandem with § 4.2, the results of the voting shall be released in the following order: the President, the Treasurer, the Vice-President(s), the Secretary and the Public Relations Manager.

14.8. The AGM Coordinator shall call each candidate in turn to present a speech during the Elections.

14.9. The AGM Coordinator shall ensure that the speeches are of appropriate length.

14.10. Following the speech, any member may pose the candidate questions.

14.11. The AGM Coordinator shall maintain order and select the person to ask questions.



- 14.12. Questions are not to be malicious or slanderous. When it becomes apparent that no new question is forthcoming, the AGM Coordinator shall call for the next candidate to appear.
- 14.13. Once all the speeches of the candidates have been presented, the AGM Coordinator shall call for the vote.
- 14.13.1. Each member present, who is neither a candidate nor the President, possesses one valid vote for each post contested.
- 14.14. A Vote shall be made by either ticking or crossing on the prescribed paper beside the contesting candidate(s).
- 14.15. The voting slip shall then be placed in the designated opaque box.
- 14.16. Counting of votes shall commence immediately after the voting process.
- 14.17. Counting of votes shall be performed in the presence of the members.
- 14.18. The AGM Coordinator shall count the votes in public. The candidates possess the right to observe the counting.
- 14.19. Results shall be announced once counting is complete.
- 14.20. In the event that there is only one group contesting, voting shall still be carried out.
- 14.21. The candidate obtaining more than 50% of the votes cast shall be elected.
- 14.22. Should none of the candidates obtain more than 50% of the vote, the candidates occupying the first and second positions in the number of votes shall proceed to the next round of voting.
- 14.23. In the second round of voting, the candidate with more than 50% of the vote shall be elected.
- 14.24. In the event of a tie, the vote shall be carried out again, in which the AGM Coordinator shall be able to cast his vote.
- 14.25. Members who wish to vote in the elections and are physically unable to sit in the AGM are permitted to perform long-distance voting. To facilitate this, the Exco shall collate a registry of eligible voters when the AGM event date has been announced. Only voters who have submitted their voter application during the period stipulated by the Exco shall be eligible to vote at the AGM.



15. Transition between ExcOs

- 15.1. Once the Elections are over, the new Exco shall automatically be instated as per the Constitution.
- 15.2. The outgoing Exco shall oversee and advise the incoming Exco as the need arises.
- 15.3. The outgoing Exco shall not interfere in the proceedings of the incoming Exco except when the Constitution has been infringed upon.
- 15.4. The outgoing Treasurer shall present a report of the accounts to the incoming Exco. The incoming President and treasurer shall endorse the accounts should they prove satisfactory.

16. Executive Committee (Exco) Meetings

- 16.1. Any relevant members may be invited to attend Exco meetings by the President.
- 16.2. The Secretary shall inform concerned persons of the time and location of the meeting at least three days in advance.
- 16.3. Attendance shall be mandatory unless leave is granted by the President.
- 16.4. The President shall prepare the agenda of the meeting.
- 16.5. The Secretary shall distribute the agenda to all concerned members at least one day in advance. This may be done via e-mail.
- 16.6. The President shall chair the Exco meetings.
- 16.7. The Secretary shall take and archive minutes for each meeting. He shall disseminate them to all concerned members within one week after the meeting
- 16.8. In the event of a tie in a vote during the meeting, the President withholds the authority of deciding the outcome.
- 16.9. The budget for the SSAG must be planned once a year.
- 16.10. Members possess the right to request access to the minutes of Exco

17. Financial Accounts

- 17.1. The financial accounts for the SSAG shall be managed jointly by the President and the



Treasurer

- 17.2. The Treasurer shall maintain a proper Record of Accounts, in which the finances of the SSAG shall be detailed. The Treasurer shall also maintain a bank account for the SSAG funds.
- 17.3. The bank account shall be a direct bank account so that transitions between the outgoing Exco and incoming Exco can be expedited.
- 17.4. The Treasurer shall hold an amount of petty cash of up to 30€.
- 17.5. Only Exco Members and SSAG members given express approval by the President may make financial claims from the Treasurer for approved expenses.
- 17.6. The Treasurer may independently make approval claims for expenses amounting up to 30€. Any amount in excess requires approval from the rest of the Exco.
- 17.7. The Treasurer shall compile an annual report of the finances of the SSAG detailing income and expenditure during the AGM.
 - 17.7.1. All information presented shall be truthful and transparent.
 - 17.7.2. All queries raised regarding the report shall be answered truthfully.
- 17.8. The Treasurer shall present a report of the finances of the SSAG to the Exco at every Exco meeting.
 - 17.8.1. All information presented shall be truthful and transparent.
 - 17.8.2. All queries raised regarding the report shall be answered truthfully.
- 17.9. Any irregularity discovered shall be reported to the President immediately and an Exco meeting called.
- 17.10. The Treasurer shall make up for any financial loss due to poor accounting or otherwise.
- 17.11. The President withholds the right to inspect the financial accounts at any time.

18. Social Events

- 18.1. All SSAG-funded activities shall be approved by the Exco.
- 18.2. There shall be three kinds of activities:
 - 18.2.1. Independent – an activity organised on a local level.
 - 18.2.2. General – a get-together for all SSAG members.



18.2.3. Joint – Relevant members in the relevant cities, with the Exco's involvement if necessary.

18.3. The Exco and all relevant members shall be responsible at all time for approved activities respectively as follows:

18.3.1. Independent – an activity organised on a local level.

18.3.2. General – a get-together for all SSAG members.

18.3.3. Joint – Relevant members in the relevant cities, with the Exco's involvement if necessary.

18.4. For all activities, the following considerations shall apply:

18.4.1. Members shall receive notification of activities in sufficient notice.

18.4.2. Expenditure for the events should not be too great in expense relative to the SSAG funds.

18.4.3. Different interests shall be catered to in the course of the year.

18.4.4. Activities should be organised where there appears to be enthusiasm for such activities amongst the members.

18.4.5. Links with other Singaporean Students' Associations should be developed.

18.4.6. Sponsorship from organisations should be obtained wherever possible subject to approval from existing sponsors.

18.4.7. At least more than half of the Exco members should be present at key SSAG events such as the AGM, or where changes to the constitution are to be made.

19. Accountability of Executive Committee (Exco)

19.1. If any member suspects the Treasurer of improper behaviour of any form, a complaint may be forwarded to the President.

19.2. The President shall investigate any such complaints with the assistance of the Vice-President(s), and reply within a week.

19.3. If the reply is unsatisfactory, a motion may be made to remove any one member of or even the entire Executive Committee for gross impropriety or incompetence.

19.4. If any member files a complaint regarding an appointment holder's dereliction of duties



or gross incompetence, a motion may be made for his removal from office.

19.5. Upon vacation of a key appointment, a meeting shall be chaired to elect a replacement, if necessary, be it interim or official. The meeting quorum shall follow that of the AGM (§ 13.4).

19.5.1. Upon vacation of a key appointment, an announcement shall be made to the SSAG Members and all relevant parties as soon as possible.

19.6. The responsibilities and relevant liabilities of the appointment holders shall end when they relinquish their post subject to agreement of their elected successors.

20. Motions

20.1. Any member may raise a motion.

20.2. A motion shall be raised by printing out a statement and gathering support from at least half of the number of Full Members required to form a quorum as stipulated in § 13.4.

20.3. Full names and signatures shall accompany endorsements

20.4. The success of a motion shall be determined according to the following conditions:

20.4.1. When raised during the AGM:

20.4.1.1. For motions concerning the Constitution: >67% of the vote

20.4.1.2. Otherwise: >50% of the vote

20.4.2. During other occasions:

20.4.2.1. For motions concerning the Constitution: >67% of the vote

20.4.2.2. Otherwise: >50% of the vote

20.5. The President has the authority to convene a meeting to discuss a failed motion.

20.6. Should a motion calling for the removal of an appointment holder be successful, that person shall resign from his post.

21. Ratification of the Constitution

21.1. The Constitution shall be ratified every year in the AGM.

21.2. The AGM Coordinator shall ask if any member wishes to propose an amendment to the



Constitution.

- 21.3. Should there be no amendment proposed after some amount of time, the Constitution shall thus be considered ratified.
- 21.4. To facilitate this, the updated Constitution is to be posted on the SSAG Website two weeks after the amendment.

22. Amendments to the Constitution

- 22.1. An amendment to the Constitution may be proposed during the AGM, or by a motion passed by voting held during a General or Extraordinary Meeting (GM/EOM) which may take place during any official SSAG-led events.
- 22.2. During the AGM, the amendment shall be debated and the AGM Coordinator shall conduct a vote.
- 22.3. For the amendment to take place, 67% of the AGM attendance must vote in favour of the amendment; this rule also applies to amendments made to the Constitution during a GM or EOM.
- 22.4. The amendment shall take effect immediately.
- 22.5. The updated Constitution will be posted up on the SSAG Website two weeks after the amendment.

23. Privacy and Data Protection

- 23.1. For the purposes of privacy and data protection, only the names of members, their cities of residence as well as their affiliated institutions may be made available on any SSAG media platforms. This consent is taken as automatically given upon an individual's registration as a member, unless explicitly otherwise made known to the Exco during the registration process.
- 23.2. Apart from provisions stated in § 23.1, any data on members held by the SSAG may only be given out at the discretion of the Exco upon the explicit approval of the President, with due consideration to the members' rights to privacy as well as current privacy and data protection practices.



SINGAPORE STUDENTS' ASSOCIATION OF GERMANY

SINGAPURISCHER STUDENTENVEREIN DEUTSCHLANDS (SSAG)

23.3. Where not explicitly covered by the Constitution, the Regulations and Guidelines on SSAG Media Platform issued by the SSAG Exco shall be used for regulation and clarification on matters relating to privacy and data protection, insofar that it does not contravene any part of the Constitution.

We, the undersigned, give effect to this Constitution on this (Date) and pledge to abide by it.

President (Poh Chuen TAN)

Vice-President (Lucas TAN)

Vice-President (Li-Chung KIN)

Secretary (Monica HUANG)

Treasurer (Yue Lin TOH)

Public Relations Manager
(Amelia LIM)



Historical amendments made by 2016/17 EXCO

3.2 Members with full voting rights (hereafter referred to as 'Full Members') may include students, here understood as person currently on an academic programme, an industrial attachment or a researcher at a German-speaking university or university-linked institution. Others may join the SSAG as members at the discretion of the Executive Committee as 'Associate Members' who will have less priority to SSAG funding and subsidies for events than Full Members; the eligibility for voting shall be determined by Full Members who form the quorum, as well as the prevailing Regulations and Guidelines on SSAG Elections.

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3.5.3. Anyone may run for the post of Secretary.

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6.3 The President shall hold the final authority in determining how the SSAG funds ought to be managed, including but not limited to approving expenditures made on behalf of the SSAG.

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6.3 The President holds the authority of expenditure approval of not more than 150€ (in each case) for costs incurred on behalf SSAG.

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14.14 A Vote shall be made by either ticking or crossing on the prescribed paper beside the contesting group.

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14.25 Members who wish to vote in the elections and are physically unable to sit in the AGM are permitted to perform long-distance voting. To facilitate this, the Exco shall be informed at least a month before the AGM proper.

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19.5 Upon removal of an appointment holder, a meeting shall be chaired to elect a replacement, be it interim or official. The meeting shall be attended by at least 50% of the total SSAG membership.

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19.5.1 Upon vacation of a key appointment, an announcement shall be made to the SSAG Members and all relevant parties as soon as possible.

Historical amendment made by 2015/16 EXCO

7. The Vice-President

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7. The Vice-President(s)