

Executive Committee Officers Regulations

Interpretation

1. 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 Nanyang Technological University Students' Union.

Amendment

2. 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 numbers of Union Members present during a General Meeting of the Union.
3. For the purposes of section 2, amendment of provisions includes addition, amendment or repealing of provisions.

Legislative History

4. This legislation was first enacted on 3 March 2017 and amended on 23 August 2019.

Executive Committee Officers

5. 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(s);
 - (3) Honorary General Secretary;
 - (4) Human Resource Executive;
 - (5) Honorary Financial Secretary; and
 - (6) Welfare Executive(s).

Duties and powers of Executive Committee Officers

6. 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, or any person acting as Chairman, shall have a casting vote when there is an equality of votes.
 - (c) The President shall preside at all meetings of the Executive Committee.
 - (d) The President shall have the right to call meetings of the Executive Committee, of the Union and of the Council.
 - (e) The President shall be an ex-officio member of the Finance Committee.
 - (f) The President shall countersign all Bills of the Union.
 - (g) All duties, powers and responsibilities of the President shall, in his absence, devolve upon one of the Vice-Presidents. The Executive Committee shall decide by way of voting on which Vice-Presidents shall hold the office of President.
 - (h) The Vice-President mentioned in Article VI(a)(2) of the NTUSU Constitution shall hold the office of President until a new President is elected at the next meeting of the Council, in the event of the President's position falling vacant.
 - (2) The Vice-President(s)
 - (a) The Vice-President(s) shall assist the President in the performance of his duties relating all matters of the Executive Committee.
 - (3) The Honorary General Secretary
 - (a) The Honorary General Secretary shall be the Secretary at all meetings of the Executive Committee and of the General Meetings.

- (b) The Honorary General Secretary shall take charge of the Union's records and conduct the correspondence of the Union.
 - (c) The Honorary General Secretary shall be responsible for convening all meetings of the Union, the Council and the Executive Committee.
 - (d) The Honorary General Secretary shall keep minutes of all General Meetings and meetings of the Executive Committee in suitable minutes books and publish, using reasonable means, copies of these minutes within fourteen days of such meetings. He shall also circulate copies of these minutes to all members of the Council within fourteen days of each meeting.
 - (e) The Honorary General Secretary shall submit at the Executive Committee meetings any matter for discussion received from members of the Union.
 - (f) The Honorary General Secretary shall record every formal meeting between office-bearers of the Union and the key officers of the University. Every such record shall be submitted to the officer of the University involved for his approval and signature and be inspected by any member of the Union.
 - (g) The Honorary General Secretary shall maintain a permanent record of all the decisions policy made by the Council and the Executive Committee.
 - (h) The Honorary General Secretary shall submit the records of the Union for the inspection of any member of the Union who shall have given at least three days' notice of intention in writing to inspect the records.
 - (i) The Honorary General Secretary shall prepare and submit on behalf of the outgoing Council an annual report of the Union at the Annual General Meeting.
 - (j) The Honorary General Secretary shall, in the event of the Council ceasing to remain in office before the expiry of its term, prepare and submit on its behalf a report of the Union's activities, covering its period of office to the Honorary General Secretary of the incoming Council within four weeks of the change in the membership of the Council.
- (4) The Human Resource Executive
- (a) The Human Resource Executive shall assist the Honorary General Secretary in discharging the latter's duties and responsibilities.
 - (b) The Human Resource Executive shall act for the Honorary General Secretary in the absence of the latter.
- (5) The Honorary Financial Secretary
- (a) The Honorary Financial Secretary shall be the ex-officio Chairman of the Finance Committee.
 - (b) The Honorary Financial Secretary shall keep a record of the Union's accounts.
 - (c) The Honorary Financial Secretary shall receive from the Office of Finance and present on behalf of the Finance Committee at the Annual General Meeting, the audited statement of income and expenditure and balance sheet for the previous financial year for the Union's information.
 - (d) The Honorary Financial Secretary shall prepare and present on behalf of the Finance Committee the provisional budget for two periods, 1st September to 31st March of the ensuing year and 1st April to 31st August, to the incoming Union Council.
 - (e) The Honorary Financial Secretary shall prepare and present on behalf of the Finance Committee, any funds that may be paid to the Union. Such funds shall be remitted to the Office of Finance to be credited to the Union's accounts.
 - (f) The Honorary Financial Secretary Shall sign and submit all bills of the Union for payment by the Office of Finance after they have been countersigned by the Union President.
- (6) The Welfare Executive(s)
- (a) The Welfare Executive(s) shall be the Chairman of the Welfare Committee.

- (b) The Council shall decide by way of voting on which Welfare Executive(s) shall be the Chairman of the Welfare Committee.
- (c) The Welfare Executive(s) shall look after the general welfare of the Union members within the University.
- (d) The Welfare Executive(s) shall be responsible for the organisation of welfare projects for the Union members.

General

- 7. All press releases on matters within the purview of the Union shall be made by the President or the Honorary General Secretary with the prior approval of the Executive Committee.

Meeting Regulations

- 8. 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.

Associate Executive Committee Members

- 9. The President can choose to appoint the committee chairpersons of critical Union sub-committees as Associate Executive Committee Members, who will serve as co-opted members of the Executive Committee without voting rights.
- 10. At the President's discretion, Associate Executive Committee Members may be invited to meetings of the Union Council if there are agenda items relevant to their portfolio.

Advisors to the President

- 11. The President can choose to appoint members of previous Executive Committees as Advisors to the President in areas where it is critical to maintaining continuity of information, who will serve as co-opted members of the Executive Committee without voting rights.

Union Representative

- 12. For the avoidance of doubt, a Union Representative shall owe a duty to act in the best interest on the Union, the Executive Committee and the Constituent Body he was elected from. In the event of a conflict between duties, he shall prioritise his duty in that order (from highest to lowest), notwithstanding the fact that he was elected by the constituent members of his Constituent Body.