

**THE CONSTITUTION
KENT RIDGE HALL**

PART I: PRELIMINARY	2
PART II: OBJECTIVES OF THE HALL	4
PART III: MEMBERSHIP	5
PART IV: JCRC	8
PART V: COMMITTEES	20
PART VI: BLOCKHEADS AND BLOCK COMMITTEES	29
PART VII: AWARD BOARDS	32
PART VIII: ELECTIONS	36
PART IX: MEETINGS	46
PART X: RESIGNATIONS AND INTERIM COMMITTEE	53
PART XI: DISCIPLINE	58
PART XII: AMENDMENTS TO THE CONSTITUTION	60
PART XIII: INTERPRETATION OF THE ARTICLES OF THE CONSTITUTION	61
PART XIV: GENERAL	62
KENT RIDGE HALL STANDING ORDERS 1986	64

PART I: PRELIMINARY

Title

1. This shall be the Constitution of Kent Ridge Hall.
2. In the event of any official change in the name of the Hall, this Constitution shall continue to have effect with automatic adoption of the new official name.

Definition and Interpretation

3. In this Constitution, unless it is otherwise provided or the context otherwise requires:

"Hall" shall refer to Kent Ridge Hall.

"JCRC" shall refer to the Junior Common Room Committee, which shall be the student management committee of the Hall.

"Master" shall refer to the Master of the Hall, who shall be the head of the SCRC.

"SCRC" shall refer to the Senior Common Room Committee, which shall be composed of the Master and the Resident Fellows of the Hall.

"University" shall refer to the University by which the Hall is administered.

"Semester" shall exclude University breaks and vacations and the dates shall follow the University academic calendar.

"Academic year" shall include University breaks and vacations.

"Days" shall refer to Mondays to Fridays and exclude Saturdays, Sundays and public holidays.

"NUSSU" shall refer to the National University of Singapore Students' Union.

"Nominate" means both proposing and seconding a candidate by different members.

PART II: OBJECTIVES OF THE HALL

Objectives of the Hall

4. To promote and safeguard the interests of all members of the Hall.
5. To uphold and respect the dignity and equality of every member of the Hall regardless of religion, race, gender or nationality.
6. To strive for excellence in academic, social, cultural and sporting activities.
7. To foster collective and individual well-being among all members of the Hall regardless of religion, race, gender or nationality.
8. To promote the spirit of unity and a sense of belonging and responsibility to the Hall.
9. To encourage participation in projects of benefit to the Hall community.
10. To provide a conducive environment for the growth and development of all members of the Hall.

PART III: MEMBERSHIP

Types of Membership

11. There shall be 4 types of membership:
 - a. Ordinary Membership
 - b. Alumni Membership
 - c. Affiliate Membership
 - d. Honorary Membership

Ordinary Membership

12. At any point of time, all students of the University, including those non-graduating, are automatically granted ordinary membership if they are official residents of the Hall at that time, as determined by the official residents list maintained by the Hall Administration Office.
13. During University vacations, all students who are not official residents of the Hall but who were ordinary members during the semester immediately preceding the vacation; or who have been offered and accepted a place in the Hall for the semester immediately after the vacation; are also granted ordinary membership for the duration of the vacation.

Alumni Membership

14. Any undergraduate or alumni of the University, who were previously an ordinary member for at least one semester, are automatically granted alumni membership and enjoy privileges stipulated in Article 19(b).

Affiliate Membership

15. Undergraduates of the University not eligible for ordinary membership under Article 12 and 13 above may apply for an affiliate membership and enjoy certain privileges as stipulated in Article 19(b).

16. All employees of the University holding appointment in the Kent Ridge Hall Administration Office, members of the SCRC and their immediate family members are automatically granted affiliate membership and enjoy certain privileges as stipulated in Article 19(b).

Honorary Membership

17. Honorary membership may be conferred by the Hall Master, in consultation with the JCRC and SCRC, on persons distinguished by eminence in public life or by service rendered to the University or the Hall.

Premature Termination

18. Any resident of the Hall whose housing agreement is terminated prematurely are not entitled to any type of membership unless approval is obtained from the Hall Master.

Privileges of Membership

19. Privileges of Membership
 - a. Ordinary members shall:
 - i. have the right to stand for election(s) subject to Article 22.
 - ii. have the right to propose or second any candidate and to vote in the Hall's election(s) subject to the provisions as stipulated.
 - iii. have the right to sponsor motions or resolutions at General Meetings and to do all other acts incidental or ancillary thereto including the right to speak and vote on such motions or resolutions.
 - iv. be eligible for membership of various Committees established in accordance with Part V, VI and VII of the Constitution.
 - v. have the use of all facilities as approved and/or provided for by the Hall Administration.
 - vi. have the right to attend JCRC meetings and be entitled to speak at such meetings subject to the provisions of Article 109.

- b. Affiliates, alumni and honorary members shall:
 - i. have the use of all facilities as approved and/or provided by the Hall Administration.
 - ii. be eligible to participate in Hall activities as determined by the JCRC.

Obligations of Members

- 20. All members shall abide by the Constitution and shall not act in any way inconsistent with its provisions.

PART IV: JCRC

Composition

21. The JCRC shall consist of the following office-bearers:
 - a. The President
 - b. The Vice-President (Internal)
 - c. The Vice-President (External)
 - d. The Finance Director
 - e. The Honorary General Secretary
 - f. The Sports Director (Internal)
 - g. The Sports Director (External)
 - h. The Culture Director
 - i. The Social Relations Director
 - j. The Welfare Director
 - k. The Public Relations Director
 - l. The Media & Communications Director
 - m. The Outreach Director

Eligibility

22. Candidates for the above posts shall:
 - a. have been in residence in the Hall for the minimum periods as follows:
 - i. Posts (a) and (c): 3 full semesters
 - ii. Post (d): 2 full semesters
 - iii. Posts (d) to (m): 1 full semester
 - b. have secured his/her Hall stay next year through the Hall's point system. Candidates who do not fulfil this criteria must be approved by the SCRC and JCRC to run for the post, on a case by case basis.

Tenure

23. The tenure of the JCRC shall commence from the Annual General Meeting and terminate at the following Annual General Meeting unless otherwise provided for in this Constitution.

Functions

24. The JCRC shall:

- a. uphold the objectives of the Hall as laid down in Part II.
- b. be responsible for the proper administration and maintenance of the facilities provided for by the JCRC.
- c. be responsible for carrying out the collective functions of the JCRC and the duties of individual JCRC members.
- d. be the recognised means of communication between the members of the Hall on one hand and the Master, the SCRC, the Hall Administration, the University Administration, or any other external body on the other.
- e. be responsible for carrying out resolutions passed by the Hall at General Meetings, provided that the set resolutions are within the terms of the Constitution.
- f. publish a report of the activities of the JCRC and the Hall at the end of its term of office.
- g. appoint such Committees and Award Boards as may be required, in accordance with Parts V, VI and VII.
- h. control the property and finances of the JCRC.
- i. be responsible for the organisation of activities for members of the Hall.
- j. be responsible for auditing the inventories of their respective Committee Chairpersons.

Powers of the JCRC

25. The JCRC shall have the power to:

- a. represent the views of members of the Hall.
- b. co-ordinate or organise all Hall Activities.
- c. decide upon any matter not provided for in the Constitution.
- d. appoint Committees, in addition to that stated in Article 38, in accordance with Part V, from time to time as are necessary for the proper administration of the Hall; provided that the JCRC shall notify the Hall in accordance with Article 42(c) of the powers and duties of such Committees before their appointment.
- e. appoint members of Award Boards in accordance with Part VII.
- f. appoint in the absence of the President and Vice-Presidents from amongst their members, a pro tem President who shall assume all powers and duties of the President.
- g. recommend residents for readmission and room allocation.
- h. accept the resignation(s) of any member(s) of the JCRC.
- i. accept the resignation(s) of any member(s) of the Committees of the JCRC and fill the vacancy(s) thus arising in accordance with Article 44.
- j. accept the resignation(s) of any member(s) of an Award Board and appoint replacements.
- k. approve any application for the use of facilities under the charge of the JCRC, provided that such use is not in conflict with the interests of the Hall.
- l. co-opt members of the JCRC in accordance with Articles 85(c).

m. select, along with the SCRC, the intake of the incoming freshmen.

26. The JCRC shall have other additional powers as set out in the other provisions of this Constitution.

President's duties
and powers

27. The President shall:

a. represent the JCRC and the residents of the Hall at all meetings of the SCRC whenever the welfare of the residents of the Hall is on the agenda.

b. be spokesperson for the members of the Hall subjected to Article 143.

c. have the powers to co-ordinate the work of the JCRC and the duties of individual JCRC members.

d. have all the powers not assigned to any other members of the JCRC.

e. have the rights to call for meetings of the JCRC and of the Hall.

f. be in charge of external relations.

g. in combination with the Vice-Presidents, be in charge of the Points Allocation Board and Merit Award Board.

h. countersign all bills for the payment by the Finance Director.

i. preside at all meetings of the JCRC.

Vice-President
(Internal)'s duties
and powers

28. The Vice-President (Internal) shall:

- a. in the absence of the President assume all duties, powers and responsibilities of the President.
- b. hold the office of the President in the event of the latter's position falling vacant and shall hold the office until a new President is elected.
- c. preside over the Blockhead Council.
- d. in combination with the President, be in charge of the Points Allocation Board and Merit Award Board.
- e. be the ex-officio of:
 - i. Freshmen Welcome Orientation Committee
 - ii. Heritage Committee
- f. be in charge of the FWOC store and Heritage Room.

Vice-President
(External)'s duties
and powers

29. The Vice-President (External) shall:

- a. be in charge of
 - i. External Relations
 - ii. RAG
 - iii. Annual General Meeting
 - iv. Sponsorships
 - v. Junior College (JC) Outreach
 - vi. Halls of National University of Singapore (HONUS) Day
- b. in combination with the President, be in charge of the Points Allocation Board and Merit Award Board.
- c. be the ex-officio of the RAG Committee

Honorary General Secretary's
duties and powers

30. The Honorary General Secretary shall:

- a. be responsible for convening all meetings of the JCRC and of the Hall.
- b. keep minutes of all General and JCRC formal meetings and post up a copy of these minutes on all relevant platforms, including social media, within fourteen days of such meetings.
- c. submit at such meetings any matter for discussion duly proposed and seconded (in accordance with the provisions of the Constitution) by members and any matter received from the Master.
- d. post up the agenda for such meetings on all relevant platforms, including social media. The Honorary General Secretary shall inform the Hall that such a meeting has been convened, not less than 48 hours before the commencement of said meeting.
- e. record every formal meeting between the JCRC and the Master, and submit every record concurrently to the President and the Master for their approvals, and inform all members of the Hall that the records have been finalised and posted up on all relevant platforms, including social media.
- f. prepare and submit on behalf of the JCRC a report of its activities covering its period of office and present it at the Annual General Meeting.
- g. be responsible for making available to each member of the Hall the following at least 48 hours before the Annual General Meeting:
 - i. the Annual Report
 - ii. the Minutes of the last Annual General Meeting
- h. be in charge of all secretarial correspondence.
- i. be in charge of the Computer Room.

Finance Director's
duties and power

- j. be in charge of documenting residents' contribution to Hall.
 - k. be in charge of maintaining the Hall points system and KR portal/website.
 - l. be the key administrator of vacation subsidy matters.
 - m. be the ex-officio of the InfoTech & Automation Committee.
31. The Finance Director shall:
- a. be in charge of the finances of the JCRC.
 - b. receive on behalf of the JCRC all monies due to the JCRC and pay these into the appropriate accounts.
 - c. pay or cause to be paid the bills of the JCRC which have been countersigned by the President, in accordance with Article 27(h).
 - d. receive all monetary claims from the Committees, Sports and Culture.
 - e. present at the Annual General Meeting on behalf of the JCRC:
 - i. the Audited Statement of Income and Expenditure for the previous year
 - ii. the Audited Accounts of the JCRC
 - f. reserve the right not to reimburse any expenditure incurred, which was not approved or authorised.
 - g. in the event of resigning his/her own office or of the JCRC going out of office before the completion of its term:
 - i. close all accounts.

- ii. submit the audited accounts covering his/her period of office or the outgoing JCRC's period of office, and the audited inventory to the incoming Finance Secretary within 10 days of resignation.
- h. be in charge of the Finance Executives.
- i. be the ex-officio of Kent Ridge Enterprise.

Sports Director
(Internal)'s duties
and powers

32. The Sports Director (Internal) shall:
- a. be the ex-officio of:
 - i. the Sports Management Unit
 - ii. the KR Steppers
 - b. in combination with the Culture Director, be in charge of managing the use of the MPSH.
 - c. be in charge of the sports store and all sports related equipment and facilities of the Hall including the gym.
 - d. be responsible for keeping an inventory of all sports related equipment excluding gym equipment.
 - e. be responsible for the organisation of Inter-Block Games under the purview of the Sports Management Unit.

Sports Director
(External)'s duties
and powers

33. The Sports Director (External) shall:
- a. be the ex-officio of:
 - i. all Hall sports groups

- b. be the Hall's representative in the Inter-Hall Games Sports Council.
- c. be in charge of all Hall Games not specially assigned to any other member of the JCRC.

Culture Director's
duties and powers

34. The Culture Director shall:

- a. be in charge of all cultural activities and functions of the Hall.
- b. be in charge of:
 - i. the band room
 - ii. the dance studio
 - iii. the choir room
 - iv. the KRemix room
- c. be the ex-officio of:
 - i. the Rockers Committee
 - ii. the Choir Committee
 - iii. the Dance Committee
 - iv. the A Cappella Committee
 - v. the Inspire Committee
 - vi. the KRemix Committee
 - vii. the Technical Support Unit
 - viii. Dance Production Committee
 - ix. Hall Production Committee
- d. be in charge of all pieces of equipment incidental to the rooms listed in (b) and the Committees listed in (c).
- e. be responsible for keeping an inventory of all pieces of equipment listed in (d).
- f. in combination with the Sports Director, be in charge of managing the use of the MPSH.

Social Relations
Director's duties
and powers

35. The Social Relations Director shall:
- a. be in charge of:
 - i. Command Formal Dinner
 - ii. Annual Dinner and Dance
 - iii. Annual Hall Bash
 - iv. other social functions of the Hall

 - b. be the ex-officio of:
 - i. the External Events Committee
 - ii. the Social Relations Unit

Welfare Director's
duties and powers

36. The Welfare Director shall:
- a. attend to all matters concerning:
 - i. the Hall's meal plan
 - ii. laundry service and facilities
 - iii. public printer

 - b. be in charge of
 - i. the Reading Room
 - ii. the RAG Store

 - c. be the ex-officio of:
 - i. the Environment Committee
 - ii. the Safety Committee
 - iii. the Welfare Committee

Public Relations Director's
duties and powers

37. The Public Relations Director shall:

- a. be responsible for the overall publicity of the Hall and its activities on all platforms, including social media and the alumni.
- b. be in charge of Alumni Room and Seminar Room 3.
- c. Assist the Vice-President (External) with the Junior College (JC) Outreach.
- d. Act as the liaison of Hall Alumni database.
- e. be the ex-officio of:
 - i. the Alumni Relations Unit
 - ii. the Hall Promotion Board

Media &
Communications duties
and powers

38. The Media & Communications Director shall:
 - a. be responsible for all publications of the Hall which arise during the JCRC's term in office.
 - b. be in charge of the Media Room.
 - c. be responsible for keeping an inventory of all pieces of equipment in the rooms listed in (b).
 - d. be the ex-officio of:
 - i. the KR Reporters
 - ii. the Hall Annual Magazine Committee
 - iii. the Photography Committee
 - iv. the Video Production Team
 - v. the KRaphics Committee

Outreach Director's duties
and powers

39. The Outreach Director shall:
 - a. be in charge of the Special Projects Room.

- b. be the ex-officio of:
 - i. the Flag Committee
 - ii. the Kent Ridge Volunteers
 - iii. the Youth Expedition Project

PART V: COMMITTEES

Constitutional committees

40. Committees prescribed by this Constitution are:
 - a. Alumni Relations Unit
 - b. Blockhead Council and Block Committee
 - c. Convening / Co-Convening Committee
 - d. Cultural Committees
 - e. Culture Executives
 - f. Environmental Committee
 - g. External Events Committee
 - h. Finance Executives
 - i. Flag Committee
 - j. Freshman Welcome Orientation Committee
 - k. Hall Annual Magazine Committee
 - l. Hall Production / Dance Production Committee
 - m. Hall Promotion Board
 - n. Heritage Committee
 - o. InfoTech & Automation Committee
 - p. Kent Ridge Enterprise
 - q. Kent Ridge Volunteers
 - r. Media & Communications Committees
 - s. Rag Committee
 - t. Safety Committee
 - u. Social Relations Unit
 - v. Sports Management Unit
 - w. Technical Support Unit
 - x. Welfare Committee
 - y. Youth Expedition Project

41. The following Committees have the corresponding duties and functions as listed below:
 - a. Alumni Relations Unit

- i. shall maintain and update a copy of the Hall Alumni contact list.
 - ii. shall be responsible for liaising with the Hall Alumni members.
 - iii. shall produce the Alumni newsletter at least once every semester.
- b. Blockhead Council and Block Committee
 - i. shall be responsible for the organizing of Block activities of all 5 blocks in the Hall, in accordance to Part VI.
- c. Convening / Co-Convening Committee
 - i. shall be in charge of convening / co-convening the Inter-Hall games as and when required.
 - ii. shall be responsible for the planning, coordinating and carrying out of the Inter-Hall games.
- d. Cultural Committees
 - i. shall include the following committees:
 - 1. A Cappella Committee
 - 2. Choir Committee
 - 3. Dance Committee
 - 4. Inspire Committee
 - 5. Rockers Committee
 - 6. KRemix Committee
 - ii. shall be responsible for the respective cultural group's performances as directed and/or approved by the JCRC.
 - iii. shall be responsible for the maintenance and use of all rooms, materials, equipment and facilities incidental thereto.
- e. Culture Executives

- i. shall assist the Culture Director in the planning and execution of all Hall cultural events.
 - ii. shall assist the Culture Director in maintaining a proper accounting system for the recording of income and expenditure of all Cultural Committees.
 - iii. shall be responsible for overseeing the design/coverage of all Hall cultural events on the respective media platforms.
- f. Environment Committee
 - i. shall be responsible for promoting the awareness of environmental friendliness in the Hall through recycling projects, etc.
 - ii. shall be responsible for the Hall's participation in Inter-Hall environmental related competitions.
- g. External Events Committee
 - i. shall be responsible for planning and organising the Hall's Annual Dinner and Dance and Hall Bash.
- h. Finance Executive
 - i. shall assist the Finance Director in maintaining a proper accounting system for the recording of income and expenditure of the JCRC and its Committees and Boards.
 - ii. shall assist the Finance Director in facilitating a proper cash flow between the JCRC and its Committee and Boards.
 - iii. shall assist the Finance Director in the preparation of the Annual Statements of Income and Expenditure.
- i. Flag Committee

- i. shall be responsible for the planning and execution of the Hall's fund-raising effort in the NUSSU Rag and Flag Day.
 - ii. shall be responsible for the planning and execution of the Hall's engagement and fundraising efforts with the adopted beneficiary.
- j. Freshman Welcome Orientation Committee (hereinafter referred as FWOC)
 - i. shall be responsible for the orientation programme for first-time members of the Hall.
 - ii. shall look into the welfare of these freshmen in relation to their residence in the Hall for the duration of the orientation programme.
- k. Hall Annual Magazine Committee (HAM)
 - i. shall be responsible for the publication of the Hall Annual Magazine which shall report on the general activities of the Hall in that year.
 - ii. shall publish the Magazine annually and have it printed before the end of the academic year.
 - iii. shall prepare and submit a softcopy of the Magazine to the Hall Administrative Office for archiving purposes.
 - iv. shall make available the Magazine to all ordinary members of the Hall.
- l. Hall Production / Dance Production Committee
 - i. shall be in charge of planning, organising and producing the annual Hall Production / Dance Production.
- m. Hall Promotion Board (HPB)
 - i. shall be responsible for promoting the Hall.
 - ii. shall set up a booth during the NUS Open House to promote and publicise the Hall.

- iii. shall be responsible for planning and executing the annual Hall exposure event.
- n. Heritage Committee
 - i. shall be responsible for the organising of KR day, a day where members celebrate being a Kent Ridgean.
- o. InfoTech & Automation Committee
 - i. shall update and maintain the Hall's portal and website.
 - ii. shall streamline and automate hall procedures.
 - iii. shall assist all IT related supports needed by the Hall.
- p. Kent Ridge Enterprise
 - i. shall be in charge of promoting entrepreneurship amongst Hall residents.
- q. Kent Ridge Volunteers (KRV)
 - i. shall be responsible for the organisation of all external community service activities involving the Hall.
- r. Media & Communications Committees
 - i. shall include the following Committees:
 1. KRaphics
 2. KR Reporters
 3. Photography Committee
 4. Video Production Team (VPT)
 - ii. shall be responsible for the design/coverage of all Hall events on the respective media platforms.
 - iii. shall contribute towards the publication of the Hall Annual Magazine (HAM).

- iv. shall be responsible for the maintenance and use of all rooms, materials, equipment and facilities incidental thereto.
- s. Rag Committee
 - i. shall be responsible for planning and organising the construction of the Hall's float(s), costume design and dance choreography for the NUSSU Rag and Flag Day.
- t. Safety Committee
 - i. shall be responsible for first-aid coverage of all Hall activities which require safety coverage.
 - ii. shall ensure that all safety equipment in the Hall is kept in good and usable condition.
- u. Social Relations Unit (SRU)
 - i. shall be responsible for all social functions of the Hall.
- v. Sports Management Unit (SMU)
 - i. shall be responsible for the organisation of all recognised games and series of recognised games.
 - ii. shall be responsible for the acquisition, maintenance and control of all games facilities and equipment in the charge of the Sports Director as defined in Article 31(e).
 - iii. shall look after all sports and sports related affairs in the Hall.
 - iv. shall assist the Sports Director in preparation for IHG, this includes planning and overseeing schedule for trainings as well as logistics.
 - v. shall be responsible for the care and maintenance of the Hall gym room and equipment.

- w. Technical Support Unit (TSU)
 - i. shall be in charge of all audio and video equipment in Hall.
 - ii. shall be responsible for the maintenance and regular servicing of all audio and video equipment.
 - iii. shall assist all technical supports for internal and external performances by the Hall.
- x. Welfare Committee
 - i. shall be responsible for the general welfare of all members of the Hall.
- y. Youth Expedition Project (YEP)
 - i. shall be in charge of the planning and coordination of community projects.
 - ii. shall be responsible for the fundraising for the expenses to be incurred on such projects.

JCRC-appointed
Committees

- 42. The JCRC, as it deems fit, may appoint such other Committees, from time to time, for the proper execution of its duties, subject to the following:
 - a. It shall specify the purpose and expected duration of appointment of such Committees.
 - b. It shall specify the powers and duties of such Committees.
 - c. It shall inform all ordinary members of the details required in (a) and (b) before calling for applications for Committees posts.
 - d. It shall obtain approval from the SCRC before the details of the Committee can be posted.

Termination of
appointment

43. The JCRC may also terminate the appointment of such Committees as mentioned in Article 42, posting reasons on all relevant platforms, including social media, upon obtaining approval for termination from the Hall Master.

Committee members

44. Committee Members

Eligibility

- a. Only ordinary members of the Hall are eligible to hold Committee posts.
- b. Affiliate members may apply for special considerations to hold Committee posts subject to approval from the Hall Master and the JCRC.

Appointment of members

- c. With respect to Article 42, the JCRC shall call for applications, which shall be opened for a minimum of 2 days, select and appoint from amongst the applicants the respective Committee members.

Termination of
appointment

- d. In the event that there are existing valid reasons, the JCRC shall terminate the appointment of any Committee member providing such member the reasons for the termination and the right to appeal before the termination takes effect.

Co-opting of
Committee members

- e. The JCRC has the right to co-opt members to a Committee in the event that insufficient applicants are successful after applications have been called for twice.

Tenure

45. The tenure of all Committees will extend till the appointment of their successor Committees by the JCRC, unless otherwise specified.

PART VI: BLOCKHEADS AND BLOCK COMMITTEES

Functions, Duties and Powers

46. The Blockheads and Block Committee members shall:
 - a. be responsible for the proper administration of the block, and maintenance of the block facilities and property as approved by the JCRC.
 - b. be the recognised means of communication between the block residents on one hand, and the Master, the SCRC and the JCRC on the other.
 - c. represent the residents of the block at all meetings with the SCRC or the JCRC when called upon to attend these meetings.
 - d. be responsible for the organisation of activities for the residents of the block.
 - e. collect from the residents, funds which will be used to finance block activities or purchase block equipment.
 - f. manage and account for the property and finances of the block.
 - g. publish a financial statement of the block funds on the block notice board by the 3rd week of the first semester of each academic year.
 - h. appoint captains for Inter-block Games.

Elections

47.
 - a. Each block shall elect 1 Blockhead at a meeting called for by the outgoing Blockheads by the end of

the 11th week of the second semester of each academic year.

- b. Each block shall elect 5 Block Committee members at a meeting called for by the incoming Blockheads by the end of the 6th week of the first semester of each academic year.
- c. The quorum shall comprise at least 30 residents of the block.
- d. The Blockheads and Block Committee members shall be elected by a simple majority.
- e. A JCRC member from another block must be present at elections to ensure that the elections are fair.

Eligibility of Blockhead

48.

- a. It is recommended that candidates for the post of Blockhead shall have been in residence for a minimum period of 2 semesters, inclusive of the semester in which the election is held.

Resignation of Blockhead or Block Committee members

49. If any Blockhead or Block Committee members leaves the Hall or resigns during the course of the year, fresh elections are to be held for the vacant posts. No co-opting can be done.

Vote of no confidence

50.

- a. In the event of a vote of no confidence being passed on the Blockhead and/or Block Committee members at a Block General Meeting called by a written application to the JCRC by at least 20 residents of the

block, the block shall elect new Blockhead or Block Committee members as the case may be, in accordance with the procedure stipulated in Article 47.

- b. The quorum shall comprise at least 30 residents of the block.
- c. The motion of no confidence shall be declared carried by a simple majority.

PART VII: AWARD BOARDS

Types of Award Boards

51. There shall be 2 Award Boards:
 - a. the Merit Award Board
 - b. the Points Allocation Board

Merit Award Board consist of:

52.
 - a. The Merit Award Board (hereinafter referred to as the MAB) shall consist of:
 - i. the President and Vice Presidents.
 - ii. 5 ordinary members of the Hall who shall have resided in the Hall at least 2 full semesters immediately preceding their appointment by the JCRC.
 - b. At least 1 member of the SCRC shall be appointed by the Master to act as advisor in the compilation of the nominees for the seating.
 - c. The MAB seating will convene in one seating. The SCRC and MAB will attend the seating and the decision from the seating will be forwarded to the Master for his final endorsement and approval as deemed necessary.

Nominations

53.
 - a. The MAB shall sit not earlier than the 6th week of the second semester, and shall call for nominations for the awards stipulated in Article 55.

- b. On calling for nominations, the MAB shall give notice of the criteria for the conferment of the various categories of awards.

Eligibility for awards

- 54. The MAB may confer awards to any member of the Hall.

Types of Awards

- 55. The awards which may be conferred by the MAB are:
 - a. Outstanding Resident of the year Award
 - b. Award of Sporting Excellence
 - c. Award for Cultural Excellence
 - d. Award for Service Excellence
 - e. Award for Team / Group Excellence
 - f. Award for Outstanding Individual Contribution
 - g. Sportsman of the Year
 - h. Sportswoman of the Year
 - i. Award for Achievement
 - j. Merit points and other awards to any member who in the opinion of the MAB has made outstanding contributions to or sacrifices for the Hall, provided that the merit points conferred shall not exceed that set by the Points Allocation Board in Article 64(a).

List of nominees

- 56. The MAB shall put up a list of members so far nominated 3 days before the official closing of nominations. In addition, the final list of all members nominated shall be put up on the JCRC notice board 1 day after nominations close. The nomination period shall remain open for at least 6 days.

Additional info

- 57. In addition to the other criteria for the conferment of the various awards, the MAB shall take into consideration contributions made by the nominees during that particular academic year and may also consider contributions made in previous years during which the nominees resided in the Hall.

Review of nominations

58. The MAB shall invite written comments / recommendations / objections from the Hall nominations regarding any nominations for awards. Such invitation shall be opened not later than 3 days after nominations have closed and shall last a period of at least 5 days.

Date of conferment

59. Awards shall not be conferred later than 3 weeks after nominations close.

JCRC-stipulated criteria and rules

60. The JCRC may stipulate the criteria for the conferment of the awards as well as make further rules regulating the conferment of awards by the MAB, provided that such rules are consistent with the provisions of this Constitution.

Points Allocation Board

61. The Points Allocation Board (hereinafter referred to as the PAB) shall consist of:
 - a. the President and Vice-Presidents (with consultation from the various JCRC Directors).
 - b. 5 ordinary members of the Hall (not being JCRC members) who have resided in the Hall for at least 2 full semesters immediately preceding their appointment by the JCRC.

SCRC advisors

62. Members of the SCRC shall be appointed by the Master to act as advisors.

PAB Fora

63. The PAB shall sit in 2 fora within the academic year, PAB(I) shall be held within the first semester and PAB(II) shall be held within the second semester.

Duties

64. PAB shall:

- a. decide on the points award scheme for the awarding of points by the JCRC to ordinary members of the Hall for their participation in particular activities of the Hall; the Board shall also decide what these activities of the Hall shall be.
- b. inform the residents of the points award scheme by posting them on all relevant platforms including social media and at the 2 fora.
- c. evaluate the performance of all Committees, Sports and/or Culture groups covered by the points award scheme and allocate points accordingly.
- d. moderate and verify the points allocated to all residents as necessary.
- e. put up by the 7th week of the second semester, a tentative list of points accrued to each member.
- f. upon release of results, ordinary members are entitled to appeal to the SCRC in writing.

Additional
factors

65. The JCRC may consider, in addition to points so accruing to any member of the Hall by virtue of the points award scheme aforementioned, other reasonable factors when recommending members for re-admission into the Hall.

PART VIII: ELECTIONS

Definition and Interpretation

66. For the purposes of this Part,
 - a. "Nomination Day" shall be the day of receiving nomination papers.
 - b. "Polling Day" shall be the day for voting.
 - c. "Day" shall not include a Sunday or Public Holiday. If any Polling Day should fall on a Saturday, the next available day shall be designated for that Polling Day.

Elections Committee

67. The Elections Committee shall consists of:
 - a. 1 Elections Officer, who shall be appointed by the JCRC.
 - b. 3 Assistant Elections Officers who shall be appointed by the JCRC.

Eligibility

68. The members of the Elections Committee must be ordinary members who have resided in the Hall at least 2 full semesters immediately preceding their appointment. The Committee must not comprise any member of the outgoing JCRC.

Restrictions

69. No member of the Elections Committee shall contest the Elections, propose or second any candidate, however they are not precluded from voting.

Duties

70. The duties of the Elections Committee are:

- a. to supervise and conduct the Elections and By-Elections of the JCRC.
- b. to conduct any Election rallies, which shall be chaired by the Elections Officer or an Assistant Elections Officer.

Tenure

- 71. The tenure of office of the Elections Committee shall be 1 semester.

Order of Elections

- 72. There will be one JCRC Elections. The sequence of the elections shall be as follows:

JCRC Elections Nomination Day

- a. Nomination Day - for the receiving of nomination papers for the posts named in Article 21.

JCRC Elections Polling Day

- b. Polling Day - for the voting in of the candidates for the posts named in Article 21.

Notice of Elections

- 73. Notice of the Elections shall be given by the Elections Officer by the end of the 6th week of the second semester of each academic year for the JCRC elections. This Notice must be displayed on the JCRC notice board and must be given at least 5 days before Nomination Day. This Notice must include the following information:
 - a. The date of Nomination Day and the time of receiving nomination papers, which shall be from 7.00 pm to 11.00 pm.
 - b. The place of receiving nomination papers.

- c. The post (s) to be filled.
- d. Reproduction of Articles 19(a) i and ii, and Part VIII in its entirety.

Register of voters

74.

- a. The Elections Committee must display the Register of voters at least 48 hours before Nomination Day. Any corrections to the Register must be made at least 48 hours before Polling Day. The Register of voters shall be used unaltered for any By-Elections during the rest of the academic year subject to withdrawals from the Hall and the intake of new residents and the disqualification of any member from voting, and shall be displayed at least 48 hours before Nomination Day in any By-Election.
- b. All ordinary members of the Hall, except those who have been disqualified under Article 129(b), are eligible to vote by default.
- c. The names of all ordinary members who are eligible to vote shall appear in the Register of voters.

Rights of Voters

- 75. All ordinary members whose names appear in the Register of voters are eligible to:
 - a. nominate (i.e. propose or second) any candidate at the Elections, and contest the Election, subjected to Articles 18, 19(ai), 19(aii) and 68.
 - b. vote at the Elections, subjected to Article 129(b).

Restrictions on nominations

- 76. A person cannot be nominated for more than 1 post on any single Nomination Day but in the event that he fails to get elected for any post after any Polling Day, he may be nominated again on a subsequent Nomination Day.

Nomination

77.

- a. Each candidate for the Elections shall be nominated (i.e. proposed and seconded) by a proposer and a seconder.
- b. A proposer or a seconder may sign more than 1 nomination but shall not sign the nomination of more than 1 candidate for the same post.
- c. Each nomination paper shall be drawn up in the form given in Article 78(a) and shall be signed by a proposer and a seconder and shall contain the written consent of the candidate.
- d. All nomination papers which cannot be deciphered by the Election officers shall be deemed invalid.

Nomination paper format

78.

- a. Nomination paper format:
 We nominate of
 Room for the post of of
 the JCRC.

 Name of Proposer

 Signature of Proposer

 Name of Seconder

 Signature of Seconder

 I consent to stand for election.

 Signature of candidate

 Date

Submission of nomination

- b. The nomination papers must be handed in at the time and place stipulated by the Elections Committee. No extension of time shall be allowed.

Scrutiny

79. The Elections Committee shall permit a candidate and his/her sponsors (i.e. proposer and seconder) of papers to scrutinise the nomination papers of any other candidate on written application to the Elections Committee after the nomination papers are received.

Appeal

80. Candidates whose nomination papers are rejected by the Elections Committee shall have the right against rejection to appeal to the SCRC. Such appeals shall be made in writing.

Disqualification

81. The Elections Committee reserves the right to disqualify any nomination or vote subject to Article 80.

List of candidates

82. The Elections Committee must put up a list of the names of the candidates, the posts they are contesting for, the names of candidates' sponsors and records of previous involvement in hall within 12 hours of the close of each Nomination Day. This list is to be displayed on the JCRC Notice Boards throughout the hall.

Endorsement Poll

83.
 - a. If there is only 1 nominee for a post, the Elections Committee shall conduct an endorsement poll on the polling day after the candidate's nomination.
 - b. At the end of Nomination Day, the Elections Committee shall put up the name of the nominee

referred to in subsection (a), the post contested, the date, the time and place of the Endorsement Poll.

- c. Where the posts of President or Vice-Presidents is uncontested, the nominee shall be returned to that post if on the day of the Endorsement Poll, he obtains a minimum endorsement vote of 60% of the total number of votes.
- d. Where the posts of President or Vice-Presidents are contested, the nominee who is elected to that post on the day of the Endorsement Poll needs to obtain a minimum endorsement vote of 50% of the total number of votes.
- e. Where the post of Honorary General Secretary, Finance Director, Sports Director, Culture Director, Social Relations Director, Welfare Director, Public Relations Director, Media Communications Director, Outreach Director or Creative Arts Director is uncontested, the procedure and proviso in subsection (c) shall apply except that the percentage shall be lowered to 50%.
- f. Where the posts of Honorary General Secretary, Finance Director, Sports Director, Culture Director, Social Relations Director, Welfare Director, Public Relations Director, Media Communications Director, Outreach Director or Creative Arts Director are contested, the nominee who is elected to that post on the day of the Endorsement Poll needs to obtain a minimum endorsement vote of 40% of the total number of votes, and the overall highest percentage of votes for that position.
- g. Voting at the Poll shall be by secret ballot. Votes by proxy shall not be allowed.
- h. Counting of votes shall be carried out in accordance with Articles 86 (c), (d) and 87.

- i. Endorsement Poll shall also be conducted for candidates who are co-opted, in accordance to Article 85(c) as the case may be.

No nominees

- 84. In the event that there are less than 7 nominees or there is a lack of nominees for the post of President at the close of Nomination Day, a fresh nomination shall be called for within 72 hours. Such fresh nominations shall be deemed to be Nomination Day II.

Constituting of incoming JCRC

- 85.
 - a. After the completion of the JCRC Elections, the incoming JCRC shall be deemed to have been constituted for the purposes of this Constitution if not less than 7 members (one incumbent JCRC of which shall be the President) have been elected.

By-Elections

- b. If less than 7 members are elected after the Elections, the Elections Officer shall direct the Elections Committee to hold By-Elections for each of the remaining post(s).

Co-opting

- c. If 7 or more members are elected the incoming JCRC shall co-opt the remaining members to form a full JCRC.

Dissolving

- d. The JCRC must consist of at least 7 elected members at any one time. In the event that less than 7 members (one of which must be the President) are elected after the JCRC Elections and By-Elections, the incoming JCRC shall be dissolved and an interim committee shall be formed in accordance with Part X.

Notice of Polling

86.

- a. On the day following each Nomination Day, the Elections Committee shall put up on the JCRC Notice Board, in addition to what is stipulated in Article 82, the posts contested, the date, the time and place of the Polling Day which is to follow the Nomination Day. Until the appearance of this notice, the Elections Committee is not bound to make any statements regarding the nominations, provided it does not contravene Article 78(a). The time of Polling shall be decided by the Elections Committee.

Voting Format

- b. Each voter is allowed 1 vote for each post.
- c. In the case where there is only 1 nominee for the post, each voter shall only cast a “Yes” or “No” vote. There shall be no abstain votes. Spoilt or empty votes shall be regarded as “No” votes. The percentage of votes for a nominee shall be calculated as the number of “Yes” votes over the total number of votes received for that position.
- d. In the case where there is more than 1 nominee for the post, each voter shall cast a “Yes” vote for only one nominee. There shall be no abstain or “No” votes. Spoilt or empty votes are regarded as “No” votes for all nominees. The percentage of votes for a nominee shall be calculated as the number of “Yes” votes for that nominee over the total number of votes received for that position.

Counting of votes

87.

- a. The Elections Committee shall be responsible for counting the votes. The Elections Committee may appoint not more than 3 members of the Hall to help in the counting of the votes, where necessary.
- b. All members of the Hall are permitted to witness the counting of votes.

Results of polling

- c. The results of each Polling Day are to be posted on the JCRC Notice board within 12 hours of the completion of the counting.

Tie in votes

- d. Where the votes for candidates for the same post are equal, the candidates concerned shall re-contest the Elections. If after such a re-contest there is still a tie, a casting vote shall be given by the outgoing JCRC. The outgoing JCRC shall decide this casting vote by a simple majority of votes taken at a JCRC meeting.

Schedule of Elections

88.

- a. Polling Day shall be held within 7 days after Nomination Day.
- b. In the event that fresh nomination is called in accordance with Article 84, then notice of Nomination Day II shall be put up at the close of that day.

By-Elections

89.

- a. For the purpose of a By-Election, Articles 67, 73, 78-83, 85-87, 88 and 91 shall apply subject to the following:
 - i. The word "Elections" in the above named Articles shall be read as "By-Election".

- ii. The first 2 sentences in Article 73 shall be deleted and the following substituted:

"Notice of any By-Election shall be given 2 days before the Nomination Day. This Notice must be displayed on the JCRC Notice Board."

- iii. The Polling Day in a By-Election held for any post shall be held within 7 days after Nomination Day.

Retention

- 90. The Elections Committee shall retain the Ballot Papers and other papers or documents relating to the Elections for a period of 2 weeks after the respective Polling Day; thereafter the Ballot Papers shall be destroyed.

Decisions by the Election Committee

- 91. In the matters pertaining to the Elections not provided for in this Constitution, a decision shall be made by the Election Committee. Any objections to the Election Committee's decision shall be submitted in writing to the SCRC whose decision shall be final.

PART IX: MEETINGS

Types of General Meetings

92. There shall be 3 types of General Meetings:
- a. Annual General Meeting (AGM)
 - b. Extra-Ordinary General Meeting (EOGM)
 - c. Emergency General Meeting (EGM)

Convening of General Meetings

- 93.
- a. All General Meetings shall be convened by the Honorary General Secretary or in his/her absence, by the Media & Communications Director, under the directions of the President or Vice-Presidents.

In the event that both positions are not filled, the JCRC shall appoint 1 member to assume the duties of the Honorary General Secretary with respect to the General Meeting.

Dates

- 94.
- a. General Meetings shall only be convened during the 2 semesters.

Minutes

- b. The minutes of the EOGM or EGM as the case may be, shall be put up on the JCRC notice boards within 10 days of the Meeting.
- c. The minutes of the AGM shall be put up on the JCRC notice boards within 60 days of the meeting.

Voting at General Meetings

- 95.

- a. No member shall vote by proxy.
- b. The method of voting shall be by a show of hands, unless there is any objection to the contrary.
- c. A motion shall be declared carried by a simple majority unless otherwise provided for in this Constitution.
- d. If an equal number of votes is cast for and against any proposal twice. The motion is deemed to be lost.

Rights

- 96. Member's rights regarding speaking and voting shall be stipulated in Article 19(a).

Decisions

- 97. All decisions made at a General Meeting shall be binding on the Hall and its members.

Review of JCRC and Committee decisions

- 98. All decisions of the JCRC and all Committees with the exception of the Merit Award Board may be subject to review at General Meetings.

Vote of censure

- 99.
 - a. A vote of censure or of no confidence on the JCRC or on any member of the JCRC or any ordinary member of the Hall holding any post in any Committees may be taken only at General Meetings provided it has been tabled on the agenda for that meeting.
 - b. If a vote of censure or of no confidence on the JCRC or on any member of the JCRC or any ordinary member of the Hall holding any post in any Committees is defeated by a margin greater than 8:1, the House may consider a motion of censure on the proposer and seconder at the same meeting,

notwithstanding any other provisions in the Constitution to the contrary.

- c. Any motion of censure or no confidence can only be passed by a two-thirds majority of the quorum or the number present whichever is the greater.

Reversal of resolutions

100. No resolution passed at a General Meeting may be reversed at the same General Meeting. No resolution which is similar in intent to one already reversed at the same General Meeting shall be passed. The Chairperson shall decide if the proposed resolution is similar in intent to the one already reversed.

Chairperson

101. General Meetings shall be chaired by any ordinary member who shall be appointed by the JCRC. Such appointment is subject to the power of the members at the General Meeting to replace the Chairperson.

Annual General Meetings

102.
 - a. The incumbent JCRC shall hold the AGM no later than 10 days after the incoming JCRC has been constituted. In the event that the JCRC is not constituted in accordance with Part VIII, the incumbent JCRC shall hold the AGM not later than the 11th week of the second semester.

Notice of the AGM

- b. Notice of the AGM shall be posted up on all relevant platforms, including social media, together with the provisional agenda, not less than 5 days before the date of the meeting.

AGM documents

- c. The Honorary General Secretary shall make the following available to each member of the Hall, at least 48 hours before the AGM:
 - i. the Annual Report
 - ii. the Minutes of the last AGM
 - iii. the Audited Statement of Income and Expenditure for the previous year

Agenda

- d. The agenda which shall be posted up on all relevant platforms, including social media, 48 hours before the AGM shall consist of the following matters:
 - i. the Annual Report
 - ii. the Minutes of the last AGM
 - iii. the Audited Statement of Income and Expenditure for the previous year
 - iv. any other matter of which notice in writing has been given to the Honorary General Secretary, at least 72 hours before the meeting, by at least 5 members of the Hall.
 - v. any matter arising from the above.
- e. No matter other than those tabled in the agenda shall be discussed at the meeting.

Quorum

103.

- a. The quorum shall comprise 80 members eligible to vote.

Adjournment

- b. If the quorum is not met within 45 minutes of the time appointed for the AGM, the meeting shall be adjourned. Another meeting shall be held within 3 days but not earlier than 24 hours of the postponement, irrespective of the number present.

Notice of postponement

104. Notice of the postponed meeting shall be put up on all relevant platforms, including social media, not later than 24 hours after the date or postponement.

Alterations
to agenda

105. No alteration to the agenda shall be made during the period of adjournment.

Extra-ordinary
General Meeting

106.

- a. The EOGM shall be held on:
 - i. the instruction of the President or
 - ii. the instruction of the JCRC which for this purpose shall mean at least 4 JCRC members
 - iii. on written application to the Honorary General Secretary by at least 30 ordinary members of the Hall, together with a written statement of the objectives for which the meeting is desired; such a meeting shall be held within 7 days of the receipt of the application.

Notice of EOGM

- b. Notice of the EOGM shall be posted up on all relevant platforms, including social media, not less than 3 days before the meeting together with the proposed agenda.
- c. Only matters for which such a meeting has been called shall be on the agenda and discussed thereat.
- d. The EOGM shall not be withdrawn once it has been called for pursuant to Article 106(c).

Quorum

107.

- a. The quorum shall comprise 60 ordinary members eligible to vote.

Postponement

- b. If the quorum is not met within 30 minutes or the time appointed for the EOGM, a subsequent meeting shall be called within 3 days but not earlier than 24 hours of the postponement. If the quorum is not met again within 30 minutes of the time appointed the meeting shall be dissolved.

Emergency General Meeting

108.

- a. The EGM shall be held on:
 - i. the instruction of the President or
 - ii. the instruction of the JCRC which for this purpose shall mean at least 4 JCRC members

Notice of EGM

- b. Notice of the EGM shall be posted up on all relevant platforms, including social media, not less than 10 hours before the meeting together with the agenda.
- c. Only matters for which such a meeting has been called shall be on the agenda and discussed thereat.

Quorum

109.

- a. The quorum shall comprise 60 ordinary members eligible to vote.
- b. If the quorum is not met within 30 minutes of the time appointed for the EGM, the meeting shall be dissolved.

JCRC Meetings

110. The following meetings shall be chaired by the JCRC:

Formal Meetings

- a. Formal meetings which shall be held at least once during their term in office; these meetings shall not be held less than 3 weeks apart; Notice of the meeting and the agenda shall be given by the Honorary

General Secretary on all relevant platforms, including social media, at least 4 days before the meeting.

Extra-Ordinary Meetings

- b. Extraordinary meetings which shall be held when urgent matters arise or on receipt by the Honorary General Secretary of a written request signed by at least 4 JCRC members; the meeting shall be convened within 24 hours of the receipt of such request; Notice of such meetings and the agenda shall be given by the Honorary General Secretary on all relevant platforms, including social media, within 12 hours after the receipt of such notice.

Conduct of JCRC meetings

111.

- a. All JCRC meetings shall be open door meetings. Ordinary members shall be entitled to speaking rights at such meetings. Notwithstanding the above, the JCRC reserves the right to conduct meetings or part thereof as closed door sessions, subject to reasonable explanations being given. Only decisions of the JCRC need to be recorded at closed door meetings.

Quorum

112.7 JCRC members shall form the quorum for JCRC meetings.

PART X: RESIGNATIONS AND INTERIM COMMITTEE

Resignations

113. Any office bearer resigning his/her office shall tender his/her resignation in writing and shall not be deemed to have resigned until his/her resignation is accepted by the JCRC. An official notice put up on all relevant platforms, including social media, shall constitute such resignation.

Resignations from JCRC

114. Any member of the JCRC wishing to resign shall tender his/her resignation to the Honorary General Secretary in writing and if his/her resignation is accepted by the JCRC, the JCRC shall direct the Elections Officer to hold a By-Election to fill that vacancy; provided that:
 - a. If the Honorary General Secretary resigns, his/her resignation may be tendered to any other member of the JCRC and if there are simultaneous resignations, those other members of the JCRC shall do likewise.
 - b. If the resignation of any member of the JCRC is accepted the outgoing member shall submit to the JCRC a fair and complete account of his/her duties during his/her period of office, which report shall be included in the annual report for the AGM and posted up on all relevant platforms, including social media, by any member of the JCRC within 7 days from the date the resignation is accepted.

By-Elections for JCRC

115.
 - a. The JCRC must have at least 7 Elected members at any one time; failing this, By-Elections must be held for all the vacant posts.
 - b. Notwithstanding the above, if between 1 and 5 members resign at any one time, it shall not be

necessary to hold By-Elections for those vacancies, provided that JCRC has served at least 8 academic weeks of office. The JCRC shall proceed to co-opt members to fill such vacancy/vacancies.

- c. If any resignations are accepted before the JCRC has served 8 weeks of office, Article 85 shall apply.

Resignations from
Committees or
Award Boards

- 116. Any member of a Committee or Award Board who wishes to resign shall tender his/her resignation to the Honorary General Secretary through the Chairperson of the Committee or Award Board concerned. If the resignation is accepted, the appointment of a new member shall proceed under either the provisions of Part V, VI or VII respectively.

En bloc definition

- 117.
 - a. No resignation shall be considered an en bloc resignation unless 3 or more members resign at any one time.
 - b. In the event that the JCRC resigns en bloc, it shall submit such resignation to the Hall at an EOGM called in accordance with Article 106 and the Master shall appoint an Interim Committee until such time when a new JCRC shall be constituted.

Acceptance of en bloc
Resignation

- c. In the event that the quorum required for an EOGM cannot be met, the meeting shall nevertheless proceed, but a motion must be passed by simple majority accepting that en bloc resignation.

Vote of
No confidence

- 118. In the event of a vote of no confidence being passed on the JCRC at a General Meeting, the Master shall appoint an

Interim Committee until such time when a new JCRC shall be constituted.

Extra-Ordinary Election

119.

- a. If the JCRC resigns en bloc or has a vote of no confidence passed upon it at a General Meeting, the Interim Committee appointed by the Master shall, within 3 days of their appointment, direct the Elections Officer to cause a notice of an Extra-Ordinary Election to be published on all relevant platforms, including social media.
- b. The Extra-Ordinary Election shall begin within 2 weeks of the above mentioned General Meeting.
- c. For the purpose of an Extra-Ordinary Election, Articles 72 to 91 shall apply subject to the following:
 - i. The word "Elections" in the above named Articles shall be read as "Extra-Ordinary Elections".
 - ii. The first 2 sentences in Article 73 shall be deleted and the following substituted: "Notice of any Extra-Ordinary Election shall be given at least 2 days before Nomination Day. This Notice must be displayed on the JCRC notice board".

Interim Committee

120.

- a. In the event of the JCRC being dissolved under the provisions of Article 85, the Master shall, at his/her discretion, appoint an Interim Committee until the time when a new JCRC shall be constituted.

En bloc resignation of Interim Committee

- b. In the event that an Interim Committee so appointed in accordance with Articles 117, 118 and 120(a) above resigns en bloc or has a vote of no confidence passed upon it at a General Meeting of the Hall, the Master shall, at his/her discretion, appoint an Interim Committee until such time as a new JCRC is constituted.

Definition

- c. An en bloc resignation of the Interim Committee shall be deemed to occur when 3 or more resignations are accepted at any one time.

Election

- 121. Should the Interim Committee be unable to fulfill its duties in accordance with Article 119 owing to Article 120(b) and (c), the Master shall direct the Elections Officer to fulfill the requirements in accordance with Article 119.

Interim Committee

- 122. The Interim Committee shall comprise a Chairperson, a Secretary, a Treasurer and 2 other members.

Powers and Obligations

- 123. The Interim Committee shall assume all the powers and obligations of a JCRC in accordance with this Constitution until such time as a new JCRC is constituted. Provided that the above powers and obligations are in addition to and not in derogation of any powers and obligations expressly conferred on the Interim Committee under the provisions of this Constitution.

Tenure

- 124. The tenure of office of the Interim Committee shall extend up to but not beyond a week after the constitution of the next JCRC which shall assume office with full powers as provided for in this Constitution.

First meeting of Incoming JCRC

125. The first meeting of the incoming JCRC shall be convened by the Secretary of the Interim Committee within 1 week of the constituting of the incoming JCRC. The incoming JCRC shall assume office from the day of the meeting.

Accounts

126. The Interim Committee shall submit to the incoming JCRC a statement of accounts covering its period of office.

PART XI: DISCIPLINE

Disciplinary

127.

- a. Disciplinary action may be taken against any member who has acted in any manner prejudicial to the interest or prestige of the Hall.

Disciplinary commission

- b. A Disciplinary Commission shall be formed to investigate all cases of breach of discipline by members of the Hall referred to it by the JCRC or the Master and recommend disciplinary action in accordance with Article 129.

Composition

128. The Commission shall comprise:

- a. Members of the SCRC
- b. 2 members of the JCRC

Powers

129. Based on its findings, the Disciplinary Commission shall recommend disciplinary action(s) of 1 or more of the following:

- a. Fines not exceeding the University statute.
- b. Suspension from any or all of the privileges of membership for a period not exceeding 2 semesters.
- c. Demand an apology to be made by the offender(s) to whomsoever the Commission may decide.
- d. Expulsion of the offender(s) from the Hall.
- e. Any other form of censure as they deem fit.

Hearing

130. The Disciplinary Commission may hear any case in video if it so desires.

Appeal

131. Any appeal against the decision of the Disciplinary Commission may be lodged in writing with the appropriate University authorities.

Rights to fair hearing

132. In any of the above hearings all the parties involved shall have the right to be heard in a fair manner.

PART XII: AMENDMENTS TO THE CONSTITUTION

Conditions for Amendments

133. Any amendment to the Constitution shall be made at the AGM or at an EOGM.

Procedure for Amendments

134. The proposed amendment(s) to the Constitution shall be made in writing to the Honorary General Secretary by any member and shall have been seconded by 2 other members of the Hall. Such proposed amendment(s) must reach the Honorary General Secretary at least 5 days before the AGM or the EOGM as the case may be. In the case of an EOGM, the above signature requirements shall be in addition to the requirements pertaining to EOGM provided for in Article 106.

Notice of proposed amendment(s)

135. The proposed amendment(s) shall be posted up in full on all relevant platforms, including social media, at least 3 days before the meeting at which the amendments is proposed to be made.

Requirements for Passing of Aforementioned Amendment(s)

136. Amendment(s) shall be considered as passed only if there are at least 70 ordinary members present at the meeting at the time the vote is taken, and at least two-thirds shall have voted in favour of the said amendment(s).

PART XIII: INTERPRETATION OF THE ARTICLES OF THE CONSTITUTION

Interpretation at General Meetings

137. In the event of a controversy arising over the interpretation of the Articles of the Constitution at a General Meeting, the Chairperson shall make a ruling. Such a ruling may be changed by a simple majority vote.

Interpretation at JCRC meetings

138.

a. In the event of a controversy arising over the interpretation of the Articles of the Constitution at a meeting of the JCRC, a ruling shall be made by a simple majority vote.

Appeal

b. Any appeal against this ruling shall be lodged at that meeting of the JCRC and the appeal shall be heard at a General Meeting to be convened by the JCRC within 10 days.

Interpretation at Committee or Award Boards Meetings

139. In the event of a controversy arising over the interpretation of the Articles of the Constitution of a meeting of any of the Committees or Award Boards, the Chairperson of the meeting shall make the ruling. Any appeal against this ruling shall be heard by the JCRC within 3 days.

PART XIV: GENERAL

Hall notice boards

140.

- a. The Honorary General Secretary shall be in charge of all Hall notice boards put under the charge of the JCRC of which one shall be the official JCRC notice board.
- b. All official notices posted up by the JCRC shall be so posted for a minimum period of 48 hours.

Authorisation of notice

141.

- a. All notices posted up on the common Hall notice boards by either the JCRC or the Committees shall each bear the signature of a JCRC member.
- b. Posters shall be allowed only in places specified by the JCRC.

Committee Inventory

142.

- a. All incoming Chairperson shall be responsible for the inventories handed over to them by their respective predecessors as audited by the JCRC Directors.

Committee Accounts

- b. They shall ensure that proper records of their respective accounting transactions and holding inventories, if any, are maintained. They shall allow the JCRC to check the accounts and inventories of their Committees from time to time as required by the JCRC.

Statements to the Press

143. All statements on matters within the province of the JCRC shall be made by the President or notwithstanding the provision of Article 27(e) and after due consultation with the JCRC, by the Honorary General Secretary or Vice-Presidents, in the absence of the President. Any statements can be made only after consultation and approval of the Hall Master.

KENT RIDGE HALL STANDING ORDERS 1986

(These standing orders shall not be a part of the constitution of Kent Ridge Hall but may be adopted to govern the procedure of any General Meeting, Block General Meeting or other meetings of the Hall.)

Quorums

1. Quorums for all meetings shall be as laid down in the Constitution.

Voting privileges

2. Voting privileges shall include the right to make or second motions or nominations.

Voting

3.
 - a. If an equal number of votes are cast for and against any motion, the Chairperson shall recess the meeting and upon its resumption, the motion shall be put at once to the vote without any discussion. If the votes are still equal then the motion shall be declared lost.

Chairperson's casting vote

- b. In the case of there being an equal number of votes for 2 candidates to a post, the Chairperson shall exercise a casting vote after the second vote. The Chairperson's casting vote shall be in addition to his/her original vote.

Voting in Absentia

4. Voting in absentia or by proxy will not be allowed at any meeting.

Speaking privileges

5.
 - a. Speaking privileges may be granted to anyone for any meeting provided that more than half the members present with voting privileges, shall have voted in favour.

Restrictions

- b. This shall include the right to address the meeting, to raise parliamentary points, but not to move or second motions or make nominations.

Parliamentary Activity

6.
 - a. All motions (including amendments) must have a proposer and seconder. No decision shall be allowed on a motion until it has been seconded.

Motions

- b. After the moving and seconding of a motion, the proposer shall have the right to speak on the motion. The motion shall then be opened for discussion and amendment.

Amendments to motions

- c. An amendment, like a main motion, must be moved, seconded and discussed in accordance with the procedure for motions outlined above.

Debate

7. Debate must be limited to the immediately pending question as stated by the Chairperson. The Chairperson should rule out of order any speaker failing to adhere to the subject of discussion.

Further amendment to motions

8.
 - a. When an amendment has been moved and seconded, no other amendment to the original motion may be discussed until the amendment under consideration has motions been decided upon.

Notice of further
amendments to
original amendments

- b. It is permissible for notice to be made of further amendments to the original amendment. There can be no further discussion of these future amendments until the original amendment has been put to the vote.

Order of voting

- c. The amendment will be put to the vote before the original motion is put to the vote.

Right of reply

- 9.
 - a. The mover of an original motion shall have the right to reply at the close of the debate upon this motion.
 - b. When an amendment is moved he shall be entitled to speak thereon in accordance with the procedure for equality of debate, under which procedure the mover of an amendment also shall be allowed to reply at the close of the debate upon his/her amendment.

Further discussion

- 10. No further discussion of the question shall be allowed once the question has been put from the Chairperson.

Curtailment in time

- 11. Discussion of a motion (including amendments) may be curtailed in time by a procedural motion from the floor or by the Chairperson, with the approval of the session. If the Chairperson intends to curtail the discussion, however, he shall make it clear how much time will be allowed.

Withdrawal of motions

- 12. Any motions may be withdrawn by the proposer and the seconder. They may not, however, withdraw the motion once the Chairperson has stated that it be voted upon.

Procedural motion

13.

- a. During discussion of a motion or an amendment, the following motions are in order and can be accepted in the following order of precedence:
 - i. Motion of no confidence in the Chairperson
 - ii. Withdrawal of a Motion
 - iii. Motion to adjourn
 - iv. Motion to recess
 - v. Motion to reverse the decision of the Chairperson
 - vi. Suspension of Standing Orders (by a 2/3 majority of those present and voting)
 - vii. Motion to close debate
 - viii. Motion that the Motion be now voted upon
 - ix. Motion that the Motion be not put
 - x. Motion to limit or extend the limits of debate
 - xi. Motion to postpone consideration of a Motion to a definite time
 - xii. Motion to refer to Committee

Limit of debate on procedural motions

- b. The above procedural Motions must be moved and seconded like an ordinary Motion. The Chairperson can limit the debate on any procedural Motion, provided the mover and 1 speaker against shall in cases have the right to speak if they wish to do so.

Requests for the floor

14. The Chairperson shall recognise those requesting the floor by the following order of precedence:
 - a. Point of order
 - b. Point of personal privilege
 - c. Point of information

Point of order

15.

- a. A point of order which must be heard at all times except during the act of voting, must deal with the conduct of procedure of the meeting and concern only such matters as indecorum, transgression of the Standing Orders, transgression of the Constitution and calling attention to the introduction of matters and relevant to the question under consideration.

Point of personal privilege

- b. A point of personal privilege may only be raised by any member whose character has been impugned by any speaker. It may also be raised by the member concerned.

Point of information

- c. A point of information may be raised to clarify matters or to provide relevant information to the members.

Interruption

16. If information is desired from or offered to a person holding the floor, he may decide whether or not he wishes to be interrupted at that time.

Defeat of procedural Motion

17. Should any procedural Motion be defeated, 20 minutes shall elapse before such a Motion can be accepted again by the Chairperson unless the Chairperson is of the opinion that the circumstances Motions have materially altered in the meantime.

Chairperson's decisions

18. The Chairperson shall make such decisions as he deems necessary for the proper conduct of the meeting in situations not provided for herein.

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(The 5 Feb 2019 revision of the Kent Ridge Hall Constitution was passed during the Extra-Ordinary General Meeting held on 21 Feb 2019.)