

NUS ECE Graduate Student Council (GSC) Constitution

Article I. Name

The official name of the Council shall be “Graduate Student Council”. The Council shall be hereafter referred to as “the Council”.

NUS Department of Electrical and Computer Engineering shall be hereafter referred to as “the Department”.

Article II. Administration

The Council shall be administered by the Executive Committee. The Council shall also have one Faculty Advisor from the Department.

Section 2.01 Executive Committee

The Executive Committee shall consist of the following members:

- President
- Vice President
- General Secretary
- Assistant General Secretary
- Treasurer
- Publicity Chairman
- Publicity Vice Chairman
- Project Directors (x2)
- GSS (Graduate Student Symposium) Chairman

The Executive Committee shall abide by the following rules:

- The tenure of all members of the Executive Committee shall be from 1st January to 31st December of a year.
- All members of the Executive Committee shall be elected annually.
- All except the President shall be eligible for re-appointment to the same appointment with a maximum of two terms.
- All members of the Executive Committee shall meet with the Department within one month after they take office.

Section 2.02 Faculty Advisor

The Faculty Advisor shall be a full-time faculty member of the Department. The Faculty Advisor shall be assigned by the Department.

Article III. Duties and Powers of Office Bearers

Section 3.01 President

The President shall:

- Oversee and supervise the administration of the Council.
- Represent the Council in external events/meetings.
- Have the right to call executive committee meetings.
- Chair all executive committee meetings.
- Supervise the election process of the next committee.

Section 3.02 Vice President

The Vice President shall:

- Have all duties and powers of the President in the absence of the President.
- Be responsible for convening all executive committee meetings (i.e., fix the venue/time in consultation with the executive committee).
- Serve as the contact point between the Council and the Department

Section 3.03 General Secretary

The General Secretary shall:

- Draft emails/announcements/etc. from the Council to the public.
- Keep minutes of executive committee meetings.
- Archive and preserve all documents/images/videos of the Council.

Section 3.04 Assistant General Secretary

The Vice Secretary shall:

- Audit the financial records of the Council.
- Assist the General Secretary in archiving and preserving all documents/images/videos of the Council.

Section 3.05 Treasurer

The Treasurer shall:

- Review the budget for events organized by the Council.

- Claim from the Department when required.
- Keep the financial records of the Council.

Section 3.06 Publicity Chairman

The Publicity Chairman shall:

- Build the unique identity of the Council.
- Maintain the Council's website.

Section 3.07 Publicity Vice-Chairman

The Publicity Vice-Chairman shall:

- Take charge of the Council's official email account.
- Respond feedback/inquires to the Council, in consultation with the executive committee.

Section 3.08 Project Directors

The Project Directors shall:

- Take charge of an event (e.g., graduate students tea session) under the flag of the Council.
- Plan and execute the event.
- Prepare the budget of the event.

Note that an event has only one Project Director.

Section 3.09 GSS Chairman

The GSS Chairman shall:

- Take charge of the ECE Graduate Student Symposium, the flagship event of the Council
- Plan and execute the event, including forming the organizing committee.
- Prepare the budget of the event.

Note that the GSS Chairman's involvement in the administration of the Council is minimal. However, due to the importance of the annual Graduate Student Symposium and its demanding nature, the GSS Chairman is included in the executive committee.

Article IV. Election: General Procedure, Qualifications and Requirements

The current Executive Committee shall serve as the Election Committee. The Faculty Advisor shall serve as the Returning Officer.

All the voting assumes first-past-the-post voting. That is, the candidate with the most votes wins. In the event of a tie, a second round of voting shall be held.

As stated in Article II, all members of the Executive Committee shall be elected annually. Depending on the position, three different procedures apply.

Section 4.01 President

The President of the next Executive Committee shall be elected from members of the current Executive Committee, excluding the current President.

One shall do the following to become a candidate:

- Fill and sign a Candidate Application Form.

The candidates shall do the following as part of his efforts to run for President:

- Submit a resume which states his/her background;
- Submit a statement which outlines his/her vision and describes the plan/approach to deliver;
- Give a speech to voters on how he/she in the position could contribute to the graduate students;
- Sit for an interview conducted by the Election Committee;

The Election Committee shall then vote.

Section 4.02 GSS Chairman

The GSS Chairman shall be elected from members of the current Executive Committee.

One shall do the following to become a candidate:

- Fill and sign a Candidate Application Form.

The candidates shall do the following as part of his efforts to run for GSS Chairman:

- Submit a resume which states his/her background;
- Give a speech to voters on how he/she in the position could contribute to the success of Graduate Student Symposium;
- Sit for an interview conducted by the Election Committee;

The Election Committee shall then vote.

Section 4.03 Positions other than the President and the GSS Chairman

Election of all other positions shall be open to all full-time MEng/PhD students at the Department, including members of the current Executive Committee.

One shall do the following to become a candidate:

- Fill and sign a Candidate Application Form.

Names of all candidates shall then be publicized.

The candidates shall do the following to as part of his efforts to run for the position:

- Submit a resume which states his/her background;
- Give a speech to voters on how he/she in the position could contribute to the graduate students;
- Sit for an interview conducted by the Election Committee;

All MSc/MEng/PhD students shall then vote.

Article V. Election : Timeline

An annual election shall take place during the mid-term break of the first semester of the NUS academic year.

Article VI. Election : Contingences

1. In the event where no President is elected, the elected Vice President shall be elevated to the Presidency. Then the position of Vice President shall be open for a second election.

Article VII. Co-Option

Members of the Executive Committee may be co-opted in either of the following cases:

- Current member(s) graduate(s) and cannot serve his/ her duty until the end of his/ her term;
- Position(s) that is/are not filled during the election.

A co-opted member shall be deemed to have been elected during the election. Up to 2 members may be co-opted.