



1. Preambles:

- a. HCAstro shall remain the franchise name of the Hwa Chong Institution Astronomy Club in perpetuity, thereafter referred to as HCAstro
- b. Seasons denoted below
 - i. Winter: Oct 1 to Mar 31
 - ii. Spring: Apr 1 to May 30
 - iii. Summer: June 1 to July 31
 - iv. Fall: August 1 to Sep 30
- c. Exco refers to the Executive Council of HCAstro Student leaders, thereafter referred to as Exco
- d. The Time of Memory shall be set on 1st Jan 2016 whereby any practices and rights possessed by anyone or any office shall continue unless otherwise repealed in this Constitution or any further Act

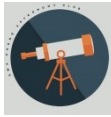
2. Teacher(s)-In-Charge

- a. The Teacher(s)-In-Charge shall have all rights unreserved and the final say in all matters
- b. Thereafter referred as TIC

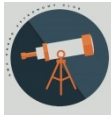
3. Nanyang and High School

- a. High School refers to the Hwa Chong Institution High School Section of the HCAstro, thereafter referred to as High School
- b. Nanyang refers to the Nanyang Girl's High School Affiliate of the HCAstro, thereafter referred to as Nanyang
- c. shall have their own appointed committee if they have a stable attendance of at least 10 members each consisting of:
 - i. An IC and a Deputy IC appointed directly by TIC
 - ii. Up to a maximum of two deputies appointed by the IC and Deputy IC
 - iii. Must inform HCAstro Exco through their respective Liaison officer of any plans or movements
 - iv. Shall abide by the rules as mentioned in the Affiliates Act

4. EXCO



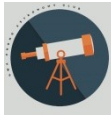
- a. The Exco serves at the Pleasure of the TIC who may appoint and dismiss Exco members at will
- b. The Exco shall be made up of at most 6 members from the pool of ordinary members
- c. Every Exco member has a term of one year starting in July the first year and ending in July in the second year
- d. Every Exco member, with the exception of the positions of Logistics IC (Q) and Academics IC (M), shall have to be elected by the members of HCAstro
- e. Each Exco member may hold multiple roles
- f. New exco members will be chosen by the current Exco's direct popular vote
- g. Positions below will then be appointed from the Exco member pool:
 - i. President (C)
 - ii. Vice President (D)
 - iii. Secretary (S)
 - iv. Treasurer (T)
 - v. Welfare IC (W)
- h. List of Positions that must be taken up only as second roles:
 - i. External Affairs (F)
 - ii. High School Liaison (H)
 - iii. Nanyang Liaison (N)
 - iv. Head of the Censorate (A)
 - v. Publicity IC (P)
 - vi. Tech Support (I)
 - vii. Events IC (E)
- i. Must follow instructions from the TICs at all times
- j. Non-Exhaustive role descriptions can be found below
- k. After one full year in term, Exco members shall be offered a position in the upper house after graduation
- l. The roles of the Treasurer and of the Welfare IC shall be merged for the term of 2016-2017
- m. Each of the following department heads **may** appoint one deputy head
 - i. Academics



- ii. High School
- iii. Nanyang
- iv. Censorate
- v. Publicity
- vi. Tech Support
- vii. External Affairs
- viii. Welfare
- ix. Logistics

5. Upper House

- a. The Upper House consists of HCastro Alumni members
- b. May be consulted in times of major changes to the club and times of crisis
- c. Lord Speaker
 - i. The Upper House shall be headed by the most senior of former Exco members entitled the Lord Speaker, addressed as Mr Speaker and thereafter referred to as the Lord Speaker
- d. Lord Chancellor
 - i. The Lord Speaker shall choose among the members of the Upper House an experienced Lord who shall serve as the Lord Speaker's deputy entitled the Lord Chancellor, addressed as Mr Chancellor and thereafter referred to as the Lord Chancellor
- e. Members appointed to this house may stay in the Upper House as long as they wish
- f. Lords Committees
 - i. Constitutes a General and 6 Select Committees to advise the club Exco, the committees being:
 - 1. Welfare and Finance
 - 2. Constitutional Advice
 - 3. Practical and Works
 - 4. Foreign Relations
 - 5. Academics and Outreach
 - 6. Special Events
 - ii. The General Committee shall supervise over the other 6 Select Committees



iii. All Committees of the Upper House have a commission to advise based on a TIC Commission and with the full rights of TIC commissioners

g. Upper House Positions

i. The members shall appoint among themselves

1. Lord High Treasurer
2. Lord Privy Seal
3. Lord Secretary
4. Lord High Constable
5. Lord High Steward
6. Lord President of the Council
7. Lord Clerk Register
8. Lord Tutor

ii. In the order of precedence as stated above

6. TIC Assent

- a. Is required for all reforms, bills, acts, laws or other such proposals from the Exco
- b. After a course of action is agreed upon, the said document shall be forwarded at the earliest possible opportunity to the TIC

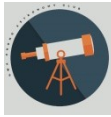
7. TIC Commissions

- a. A TIC Commission is a document appointing one or more TIC Commissioners from the Upper House with the power investigate any matter regarding the running of HCAstro and has the prerogative to make recommendations to any aspect of the running of HCAstro outlined in its Commission
- b. May be issued upon the advice of the Lord Speaker, the Lord Chancellor or any Exco member relating to any issue
- c. Advice given on the prerogative of a TIC Commission shall constitute official advice given to the Exco or the TIC but changes will not be forced

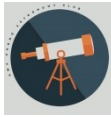
8. Exco Role Descriptions

a. President:

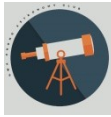
- i. Oversees the running of the club,
- ii. Collaborate with Exco to raise the standard of the Club in various aspects of the CCA e.g. bonding



- iii. Ensure that all other Exco members are doing their respective tasks
 - iv. Endorse outcome of the tasks and help Exco members to improve on them
 - v. Be responsible for all that goes on in the club i.e. the President/Vice President does not allocate responsibilities, he or she allocates the tasks only
 - vi. Sends weekly club email to inform of club sessions
 - vii. Collaborate with Exco to come up with a CCA calendar - i.e. future plans/timelines
 - viii. Initiates Astrigue planning with Raffles Institution; President should find out who the President on the other side is before that
- b. Vice President:
- i. Serves as a check to the President
 - ii. Supports the President when he/she cannot commit at that point of time
 - iii. Vice-President is not responsible to fulfill all the President's roles should the President task him/her to do so
- c. Secretary:
- i. Attendance list for each club session should be brought
 - ii. marks attendance every club session
 - iii. End of every month: Send to Dr Lim to input into ISP
Every month: Send to Dr Lim as update
 - iv. Remind TIC to Remove/Add members into club on ISP as necessary
 - v. Removal of members done upon request of member or if attendance records fail to hit 75% without valid reasons
 - vi. Members list
 - 1. Collates/Saves the most updated list of contact information of club members
 - 2. Come up with a phone chain so that information can be passed on to other club members via sms and not just email



- vii. Meetings
 - 1. Record discussions made during Exco meetings
 - 2. Update rest of members and/or TICs of meeting minutes
- d. Treasurer:
 - i. Annual Budget
 - ii. Financial matters
 - 1. Ensuring that all expenses are within budget
 - 2. Collect receipts from members and getting signatures for claiming from Finance to return to members (Receipts should be sent for claiming within a month of purchase)
 - 3. Collect invoices for claiming
 - 4. Collaborating with TIC to claim from Finance
 - 5. Coming up with Statement of Accounts for events (Astrigue) and may mean working with other treasurers
 - 6. Safeguarding all excess cash
- e. Welfare IC:
 - i. Plan and execute welfare activities i.e. celebration of birthdays, club outings
 - ii. In charge of meals
 - iii. Enhance liveliness of club sessions
 - iv. Bridge between regular members and the Exco
- f. External Affairs:
 - i. Non-electable position, appointed by previous Exco
 - ii. Responsible for collaborations
 - iii. Maintains Alliances and forges new ones
- g. High School Liaison:
 - i. Oversees High School activities
 - ii. Recommends the appointing of High School ICs to the TIC
 - iii. Reports to TIC / Exco regarding happenings in High School
 - iv. Can recommend the removal of any High School Committee member, including the 2 ICs to the TIC
- h. Nanyang Liaison:



- i. Oversees Nanyang activities
 - ii. Recommends the appointing of Nanyang ICs to the TIC
 - iii. Reports to TIC / Exco regarding happenings in Nanyang
 - iv. Can recommend the removal of any Nanyang Committee member, including the 2 ICs to the TIC
- i. Head of the Censorate:
 - i. Non-electable position, appointed by the TIC
 - ii. IC for security during Events and during normal club sessions
 - iii. Serves as advisor to the club
 - iv. Monitor Club Activity, including among the ExcOs, and report to Dr Lim/ TIC any irregularities
 - v. Audits the club finances
 - vi. Ensures that all members of the club adhere to the constitution
- j. Publicity IC:
 - i. Oversee publicity matters, particularly for HCI Open House and CCA exhibition
 - ii. Painting/Design of CCA banners or any other publicity materials
 - iii. Publicity IC should be present for every painting job to help paint and to oversee
 - iv. Publicity IC has to accompany designer (unless he/she is designer) to purchase publicity related goods
- k. Tech Support:
 - i. Non-Electable Position, appointed by the TIC on the advice of the Exco
 - ii. Manages the Club's Infocomm infrastructure
 - iii. Must be either Q or the person most knowledgeable in computers in the Exco
- l. Events IC:
 - i. Be the Automatic Event IC for internal events
- m. Logistics IC:



- i. Non-Electable position, appointed by the TIC on the advice of the previous Logistics IC through fair selection tests and interviews
 - ii. Perform at least 2 full stock-checks during his term, preferably once every year
 - iii. Cleaning of equipment should be done periodically
 - iv. According to the Self-Sufficiency Act, knowledge of how to clean basic telescope equipments is a must
 - v. Makes sure everything in the room remains in a good working condition and purchase durable and working equipment as and when needed
 - vi. Keep track of all equipment and loans to ensure that no club properties are lost (A log book exists for his updating)
 - vii. Responsible for coordinating the allocation of equipment when necessary to be used for large external events such as Astrigue or Meteor Watching
He can veto any request to withdraw any item by anyone except for the TIC as he sees fit
 - viii. Manages the budget section for Maintenance of Scopes and New Equipment buying
 - ix. Optional Exemption from administrative work done by the rest of the Exco
 - x. Autonomy from the rest of the Exco is guaranteed
- n. Academics IC:
- i. Non-Electable position, appointed by the TIC on the advice of the previous Academics IC through fair selection tests and interviews
 - ii. Plan the topics to be covered during club sessions i.e. Club syllabus for the year(s)
 - iii. Plan Competition Training and also the annual Winter training during the winter vacation
 - iv. Leads HCAstro in competitions
 - v. Must participate in Astrochallenge(s) and Singapore Astronomy Olympiad(s) (SAO)
 - vi. Vet every presentation for club session for scientific accuracy, consistency



- vii. Responsible for procuring of books and other academic material for the club
- viii. Does not necessarily have to be the most knowledgeable in Astronomy/Geography but if he is not the best in the above, he must:
 - 1. Know how to manage and use other people and their talents
 - 2. Know how to absorb information and knowledge as well as technical know-how
 - 3. Know how to engage the audience even for a topic of high difficulty
- ix. Optional Exemption from administrative work done by the rest of the Exco
- x. Autonomy from the rest of the Exco is guaranteed

9. Membership

a. Ordinary members

- i. Awarded to current Jls of Hwa Chong Institution College Section
- ii. May be subject to a quota by the school
- iii. Membership will expire when decreed by the TIC by any reason or when the member has left the college

b. Vassal members

- i. Awarded to current High School or Nanyang Students
- ii. Membership will expire when decreed by the TIC by any reason or when the member is no longer a student at the aforementioned schools
- iii. Will almost certainly be awarded the status of Ordinary Member upon entry into college

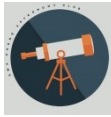
c. Green Card members

- i. Awarded on a case-by-case basis
- ii. Any Exco voting against a Green Card member shall constitute a Veto and the Green Card member shall be voided

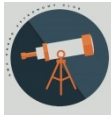
d. Upper House Members

- i. Considered to be honorary members for life with the prerogative to attend any club session

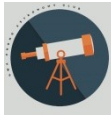
10. Working Days



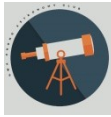
- a. Exco members are expected to work on every day of the year except for the following days:
 - i. Chinese New Year Eve
 - ii. 1st Day of the Chinese New Year
 - iii. 2nd Day of the Chinese New Year
 - iv. 3rd Day of the Chinese New Year
 - v. New Year's Day
 - vi. 2nd Day of the New Year
- b. During these days, all members of the Exco may choose not to answer any work correspondences or do any work
- c. Hence, working days denote any day other than these days
11. Visitors
 - a. Must be approved by HCAstro Exco
 - b. Visitors are allowed to participate in the club sessions provided they have received an invitation either from the Exco or the TICs
12. Funds
 - a. There will be no entrance fees to join the club
 - b. Members however, are expected to pay welfare funds which will be used to run activities for the members
 - c. The exact amount of the welfare fund shall be determined by the Exco members
 - d. Fund amounts exceeding 1000 SGD shall be handed over to the TICs to handle
 - e. This Fund shall not be used to pay for or invest in anything unrelated to HCAstro
 - f. The Fund shall not be loaned out to anyone
13. Auditing and Financial year
 - a. The Head of the Censorate shall be the auditor for the club
 - i. The Head of the Censorate shall make sure that the financial accounts of the club are sound and inform the TICs should any discrepancy arise
 - b. Financial year shall be from 1st Jan to 31st Dec every year
14. Prohibitions



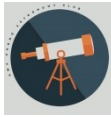
- a. Gambling of any kind, regardless of if stakes or bets are placed
 - b. Drug consumption
 - c. Smoking
 - d. Political activity
 - e. Trade union activity
 - f. Capitalist activity
 - g. Lottery and betting activity
 - h. Public funding
15. Amendments
- a. Amendments concerning the Affiliates have to be made with the approval of the respective ICs
 - b. Amendments concerning the Upper House have to be made with the approval of the Upper House
 - c. Other Amendments shall be subject to the approval of TICs and a general referendum of all HCAstro members
16. Voting
- a. Each ordinary member and Green Card holder is allowed one vote in any referendum issued by the Exco or the TICs
 - b. Vassal members may only vote in referendums that are declared to be open to them
17. Electoral Procedure for Exco
- a. Exco members may only be voted in by ordinary members and green card holders only
 - b. All interested members must undergo interviews with the exco and the TICs
 - c. Voting Procedures:
 - i. Writ of Election is announced at least 3 weeks before the election
 - ii. Screening of candidate takes place as and when applications come in, up until 2 weeks before the election
 - iii. Shortlisted candidates shall be informed 1,5 weeks prior to the election on the roles they are allocated to and be given permission to begin campaigning through any means except those listed in prohibitions



- iv. On election day, each shortlisted candidate shall give a speech and answer up to 5 questions from HCAstro
 - d. Election Day shall happen no later than 1st May
 - e. Elections can only be held once a year unless a supermajority of HCAstro members vote to conduct one or that the Exco has been dismissed by the TIC
 - f. Handover date shall be fixed on 1st July of every year
18. Orders of Precedence
- a. The order of Precedence shall be followed as in the following
 - i. Main TIC
 - ii. DY TIC
 - iii. Previous Main TICs according to appointment date (earliest being higher)
 - iv. Previous DY TICs according to appointment date (earliest being higher)
 - v. The Lord Speaker
 - vi. The Lord Chancellor
 - vii. The President (C)
 - viii. The Lord High Treasurer
 - ix. The Lord Privy Seal
 - x. The Deputy President (D)
 - xi. The General Secretary (S)
 - xii. The Head of Scopes (Q)
 - xiii. The Head of Acads (M)
 - xiv. The Head of Affiliate Clubs
 - xv. The rest of the Exco by age
 - b. This shall not be the line of succession however
19. Line of succession
- a. In cases of emergencies, the club's student leadership shall be passed this way:
 - i. Deputy President (D)
 - ii. Q/M
 - iii. General Secretary (S)
20. Handover Procedures



- a. Handover period is defined as the entire calendar month of June
 - b. At least one handover meeting is required within this period
 - i. At least 2 members of the incoming, outgoing ExCo shall have to be present at this meeting
 - ii. At least one representative from the Upper House is mandated to be present to act as an arbitrator and to ensure that any traditions, acts, procedures and other such knowledge are passed down
 - iii. Any unfinished acts or bills which have not been officially enacted or approved by the TIC will no longer be carried out unless both the incoming and outgoing ExcOs agree it should be continued
21. Budget
- a. The first budget draft must be done before the start of the second month of Fall (september)
 - b. The budget drafts is to be done by the Treasurer and the Head of the Censorate acting as the Auditor checking
 - c. The budget must receive final assent from the rest of the Exco and finally the TIC before being submitted to the school
 - d. Tracking of budget spending must be done frequently by the treasurer with the Head of the Censorate acting as auditor checking
22. Motions
- a. Confidence Motions
 - i. A Confidence motion on the Exco denotes that the HCAstro has confidence that the Exco has HCAstro's best interests at heart and that they are capable of leading HCAstro
 - ii. A Confidence motion on an Exco Member denotes that the HCAstro has confidence that the named Exco member has HCAstro's best interests at heart and that they are capable of leading HCAstro



- iii. These may be triggered by any Exco Member or any ordinary club member and requires at least signatures of 20pc of the club strength
- iv. The vote must be held within 3 days of the motion being filed with the necessary number of signatories
- v. At least 50pc of the club must officially vote that they have no confidence in order to fail such a motion
- vi. If the motion is passed, the entire Exco or the Exco member has to resign within 3 working days and fresh elections held to replace the resigned people unless a Confidence Motion can be passed within this time or if the TIC rejects the motion
- vii. The Exco or Exco member has the prerogative to appeal to the TIC which can decide to reject the motion

b. Petition Motion

- i. A Petition Motion can be moved by any club member to request the TIC to instruct the Exco to conduct certain actions desired
- ii. A simple majority is required to pass this motion
- iii. If this motion passes, the Exco is required to enact this reform unless they manage to convince the TIC to reject the motion

23. Dissolution of the club

- a. Unless ordered by the School authorities, the club shall operate perpetually.