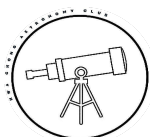




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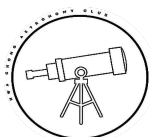




HWA CHONG INSTITUTION
The Constitution Of Hwa Chong Astronomy Club



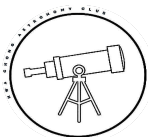
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1. Preamble

- **HCAstro** shall remain the franchise name of Hwa Chong Institution Astronomy Club in perpetuity, thereafter referred to as HCAstro.
- **Exco** refers to the Executive committee of HCAstro student leaders, thereafter referred to as Exco.
- **The Time of Memory** shall be set on 1st July 2019 whereby any practices and rights possessed by anyone or any office shall continue unless otherwise repealed in this Constitution or any further Act.
- **Seasons** denoted below for the ease of stargazing;
 - Winter: Oct 1 to Mar 31
 - Spring: Apr 1 to May 30
 - Summer: June 1 to July 31
 - Fall: August 1 to Sep 30





2. Teacher(s)-In-Charge

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

3. Nanyang and High School

1. High School refers to the Hwa Chong Institution High School Section of the HCAstro, thereafter referred to as High School
2. Nanyang refers to Nanyang Girls' High School Affiliate of the HCAstro, thereafter referred to as Nanyang
3. Affiliates Act*:
 - a. High School and Nanyang are strongly encouraged to at least have a Liaison officer to facilitate external outreach or connection to HCAstro
 - b. Appointed IC and Deputy IC should inform HCAstro Exco through their respective Liaison officer of any plans or movements
 - c. High School and Nanyang should send representatives to participate in any of HCAstro's events to interact and gain an insight on event procedures or Astronomy

* Note: HCAstro shall not interfere with their Exco Structure or Elections unless requested.





4. TIC Assent

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

5. TIC Commissions

A TIC Commission is a document appointing one or more TIC Commissioners from the Upper House with the power to 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

- May be issued upon the advice of the Lord Speaker, the Lord Chancellor or any Exco member relating to any issue
- 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

***More information about the Upper House can be found below at Section 12 - The Upper House**

6. EXCO Roles

The Exco should faithfully serve in the interest of HCAstro and take charge under the guidance of TIC, who may appoint or dismiss Exco members at will

1. The Exco will only comprise up to 30% of HCAstro membership count.
 - a. Every Exco member has a term of one year starting in July the first year and ending in July in the second year



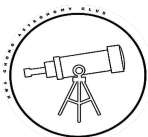


HWA CHONG INSTITUTION
The Constitution Of Hwa Chong Astronomy Club



2. Every Exco member, with the exception of the positions of Quartermaster, Practical IC, and Academics IC, shall have to be elected by the members of HCAstro
 3. Each Exco member may hold multiple roles
 4. New Exco members will be chosen by the current Exco's direct popular vote
 5. Positions below will then be appointed from the Exco member pool:
 - a. President
 - b. Vice President
 - c. General-Treasurer
 - d. Welfare IC
 6. The List of Positions that must be taken up only as second roles:
 - a. External Affairs
 - b. High School Liaison
 - c. Nanyang Liaison
 - d. Publicity IC
 - e. Webmaster
- Must follow instructions from the TICs at all times
 - Non-exhaustive role descriptions can be found below
 - After one full year in term, Exco members shall be offered a position in the upper house after graduation
 - Each of the following department heads may appoint one deputy head*
 1. Academics
 2. Practical
 3. High School
 4. Nanyang
 5. Publicity
 6. Webmaster
 7. External Affairs

*** If appointed deputies are not within the ExCo pool, they will form the Supporting Committee.** Details about the Supporting Committee can be found below in **Section 8 - The Supporting Committee.**





7. Exco Role Descriptions

The following section outlines the primary roles

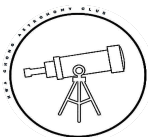
7.1 President:

- Oversees the running of the club,
- Collaborate with Exco to raise the standard of the Club in various aspects of the CCA e.g. bonding
- Ensure that all other Exco members are doing their respective tasks
- Endorse outcome of the tasks and help Exco members to improve on them
- 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
- Collaborate with Exco to come up with a CCA calendar - i.e. future plans/timelines
- Initiates Astrigue planning with Raffles Institution; President should find out who the President on the other side is before that
- As the head of the JC HCAstro, the president is also to be the HSNYAstro (The combined High School and Nanyang Girl's Astronomy Interest Group) Head from the College Side.

7.2 Vice President:

- Serves as a check to the President
- Supports the President when he/she cannot commit at that point of time
- Vice-President is not responsible to fulfill all the President's roles should the President task him/her to do so

In the Vice President is also in charge of all administrative work:





Secretarial duties:

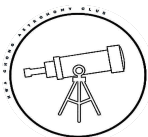
1. Bring the Attendance list for each club session
2. Marks attendance every club session
 - a. The attendance sheet should be consistently updated and maintained online on an excel sheet.
 - b. The Excel Sheet is to be made viewable for all members for checking
3. Monthly attendance records to be handed in to teachers before the 5th day of every new calendar month.
4. Remind TIC to Remove/Add members into club on ISP as necessary
5. Removal of members done upon request of member or if attendance records fail to hit 80% without valid reasons
6. Members list
 - a. Collates/Saves the most updated list of contact information of club members
 - b. Come up with a phone chain so that information can be passed on to other club members via sms and not just email
7. Meetings
 - a. Record discussions made during Exco meetings
 - b. Update rest of members and/or TICs of meeting minutes

7.3 Welfare Treasurer:

The Treasurer and Welfare IC roles are to be taken up by the same person (from 2017 onwards), i.e the treasurer is the treasurer if and only if he is also the Welfare IC and vice versa. From 2020 onwards, Publicity shall be under this role as well.

The three roles are to be run by members concurrently as one role, and the combined role will henceforth be referred to as The Welfare Treasurer.

The Welfare-Treasurer will also be incharge of the Supporting Committee, if one is to be formed as the General Treasurer is to act as the bridge between club members and the ExCo.





As the third administrative role after the President and Vice-President, the Welfare-Treasurer shall also support the two Presidents if they are unable to commit at any point of time as well, together with the following duties:

1. Financial matters:

- Ensure that all expenses are within budget
- 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)
- Collect invoices for claiming
- Collaborating with TIC to claim from Finance
- Maintain a Statement of Accounts of the Club budget in
 - An Excel Spreadsheet
The Excel should outline exactly who contributed/took out funds, the new tally amount after each change in funds due to movement, as well as when the change/ movement was made.
- Coming up with Statement of Accounts for events (Astrigue) and may mean working with other treasurers
- Safeguarding
 - all excess Cash in the form of the club fund and
 - coupons/vouchers that are of value as well as
- Conduct regular audits to ensure that the funds tally

2. Welfare Matters:

- Plan and execute welfare activities and initiatives i.e. celebration of birthdays, club outings
- In charge of Senior Farewell
- Bridge between regular members and the Exco
 - Work with the supporting committee to have a bridge to all members of HCAstro
- Enhance liveliness of club sessions
- On the same vein, the Welfare-Treasurer is to ensure that all rules are strictly abided by all members, and to refer any violations of rules or safety breaches to the Teachers-in-charge.





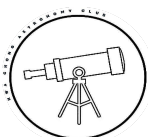
3. Publicity Matters

- Publicise all CCA Events such as Night Under The Stars, Astrigue, Astroinary, and CCA recruitment
- Come up with publicity materials
- Run and maintain the club's
 - Instagram Account
 - Website
 - And all other social media pages
- Since technical know-how is needed, in particular for the website, the Publicity IC is also to know or learn how to set up IT infrastructure and be responsible in ensuring that any venue's ICT tech is ready for use before sessions.

7.4 The Quartermaster:

The Quartermaster is in charge of all of HCAstro's equipment, and is also responsible for maintaining or procuring current/new equipment for the club.

- Leads HCAstro Observational Astronomy team in competitions together with the Practical IC
- Must participate in Astrochallenge(s) and Singapore Astronomy Olympiad(s) (SAO)
- Perform at least 2 full stock-checks during his term, preferably once every year
- Cleaning of equipment should be done periodically
- According to the Self-Sufficiency Act, knowledge of how to clean basic telescope equipment is a must
- Makes sure everything in H212 remains clean and in good working condition
- Purchase durable and working equipment as and when needed
- Keep track of all equipment and loans to ensure that no club properties are lost (A log book exists for his updating)
- 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





- Manages the budget section for Maintenance of Scopes and New Equipment buying together with the Practical IC
- Work together with the Practical and Academic IC, assisting them in utilising the equipment and library to deliver knowledge to the rest of the club members

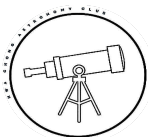
7.5 The Practical IC:

Roles:

- Non-Electable position, appointed by the TIC on the advice of the previous Practical IC through fair selection tests and interviews
- Plan the topics to be covered during club sessions i.e. Club Observational syllabus for the year(s)
- Work together with the Quartermaster and advice the Quartermaster on any equipment that can or has to be bought or fixed
- Plan Competition Training and also the annual Winter training during the winter vacation
- Leads HCAstro Observational Astronomy team in competitions together with the Quartermaster
- Must participate in Astrochallenge(s) and Singapore Astronomy Olympiad(s) (SAO)
- Vet Observational Astronomy presentations for club session for scientific accuracy, consistency together with the Academics IC
- Responsible for procuring of books and other academic material for the club together with the Academics IC
- Does not necessarily have to be the most knowledgeable in Observational Astronomy/Astrology but if he is not the best in the above, he must:
 - Know how to manage and use other people and their talents
 - Know how to absorb information and knowledge as well as technical know-how
 - Know how to engage the audience even for a topic of high difficulty

7.6 Academics IC:

- Non-Electable position, appointed by the TIC on the advice of the previous Academics IC through fair selection tests and interviews
- Plan the topics to be covered during club sessions i.e. Club syllabus for the year(s)





- Plan Competition Training and also the annual Winter training during the winter vacation
- Leads HCAstro in competitions
- Must participate in Astrochallenge(s) and Singapore Astronomy Olympiad(s) (SAO)
- Vet every presentation for club session for scientific accuracy, consistency
- Responsible for procuring of books and other academic material for the club
- Does not necessarily have to be the most knowledgeable in Astronomy/Geography but if he is not the best in the above, he must:
 - Know how to manage and use other people and their talents
 - Know how to absorb information and knowledge as well as technical know-how
 - Know how to engage the audience even for a topic of high difficulty

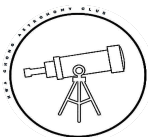
The following section outlines secondary ExCo roles which can also be considered as Supporting Committee roles

7.7 High School Liaison:

1. A secondary role
2. Oversees High School activities
3. Recommends the appointment of High School ICs to the TIC
4. Reports to TIC / Exco regarding happenings in High School
5. Preferably an ex-High School Boy
6. Reports to the HSNYAstro Head, which from the 5th cabinet onwards will be the President

7.8 Nanyang Liaison:

1. Oversees Nanyang activities
2. Recommends the appointing of Nanyang ICs to the TIC
3. Reports to TIC / Exco regarding happenings in Nanyang
4. Can recommend the removal of any Nanyang Committee member, including the 2 ICs to the TIC
5. Preferably an ex-Nanyang Girl





6. Reports to the HSNYAstro Head, which from the 5th cabinet onwards will be the President

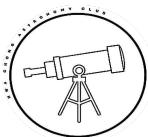
8. The Supporting Committee:

The supporting committee will consist of the High School and Nanyang heads, and

1. In the event where the Exco is unable to fill a secondary role, these roles may be opened up to the ordinary member pool. These members who take up the secondary roles will then join the supporting committee
 - a. As well as any deputies chosen that are from the non-exco member pool
2. Members of the supporting committee are to work closely with the Welfare-Treasurer to promote club spirit and bonding and aid the Welfare-Treasurer in getting to know and understand the club members better
3. The head of the supporting committee will be the High School/ Nanyang non-Exco Liaison

The following will highlight the selection process for the Supporting Committee Head

1. Selection Process for the Head of the Supporting Committee: The selection process is triggered when none of the newly elected exco members are able to fill any of the secondary roles, especially the High School/ Nanyang Liaison
 - a. Case One: A non-Exco High School/ Nanyang head is to be selected
 - i. The Academic IC shall take up the role of coordinating with the two liaisons, with the Welfare-Treasurer overseeing all Supporting Committee matters
 - ii. Suitable candidates will be chosen for an interview with their respective coordinators, after which the coordinators will choose the most appropriate ordinary member to join the supporting committee





- iii. If only one such head is elected, the election is a walkover and the head assumes the role of Supporting Committee Head
 1. If both a High School and Nanyang Liaison exists in the supporting committee, the Welfare-Treasurer and the Academics/Practical IC shall choose who to give the role to, taking their merits into consideration
 2. Upon agreement by the rest of the exco with the result of the discussion between the two coordinators, the head of the Supporting Committee will be chosen. The other head will then assume the role of the deputy head of the supporting committee.
- b. Case Two: There are no non-Exco Liaisons but there are secondary roles taken up by ordinary members:
 - i. The Exco shall choose from the pool of available members

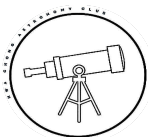
9. Electoral Procedure for Exco

Exco members may only be voted in by ordinary members only

All interested members must undergo interviews with the exco and the TICs

Voting Procedures:

- Writ of Election is announced at least 3 weeks before the election
- Screening of candidate takes place as and when applications come in, up until 2 weeks before the election
- Shortlisted candidates shall be informed 1 to 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
- On election day, each shortlisted candidate shall give a speech and answer up to 5 questions from HCAstro
- Election Day shall happen no later than the last Friday of Term Two of that year.





- 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
- Handover date shall be no later than 15th June of every year

10. Working Days

Exco members are expected to carry out their duties responsibly and may choose to take breaks at their own discretion, if and only if provided that it is reasonable and agreed on by the rest of his Exco members. Exco members are to veto each other to ensure that the exco functions properly and smoothly. Supporting Committee members are subjected to this rule as well.

11. Membership

1. Ordinary Members

Ordinary members

1. Awarded to current J1s of Hwa Chong Institution College Section
2. Is subjected to a quota by the school
3. Membership will expire when decreed by the TIC by any reason or when the member has left the college

2. Vassal Members

Vassal members

1. Awarded to current High School or Nanyang Students
2. Membership will expire when decreed by the TIC by any reason or when the member is no longer a student at the aforementioned schools





3. Will almost certainly be awarded the status of Ordinary Member upon entry into college

3. Upper House Members

Upper House Members

1. Considered to be honorary members for life with the prerogative to attend any club sessions, so long as the current ExCo is aware that they are attending, and agrees to it.

12. Upper House

The Upper House consists of HCAstro Alumni

- May be consulted in times of major changes to the club and times of crisis
- The Upper House shall be spearheaded by the most senior Exco member ; addressed as Mr Speaker
- Mr Speaker shall choose among the members of the Upper House an experienced member who shall serve as his deputy; addressed as Mr Chancellor
- Members appointed to this house may stay in the Upper House as long as they wish
- Upper House Committees

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





- The General Committee shall supervise over the other 6 Select Committees
- All Committees of the Upper House have a commission to advise based on a TIC Commission and with the full rights of TIC commissioners
- Upper House Positions (See in Upper House Formation)

13. Upper House Formation:

Upper House Positions

I. The members shall appoint among themselves:

- High Treasurer
- Privy Seal
- Secretary
- High Constable
- High Steward
- President of the Council
- Clerk Register
- Tutor

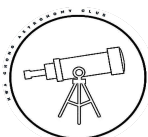
II. In the order of precedence as stated above

14. Visitors

- Must be approved by HCAstro Exco
- Visitors are allowed to participate in the club sessions provided they have received an invitation either from the Exco or TICs

15. Funds

There will be no entrance fees to join the club





- Members however, are expected to pay welfare funds which will be used to run activities for the members
- The exact amount of the welfare fund shall be determined by the Exco members
- This Fund shall not be used to pay for or invest in anything unrelated to HCAstro
- The Fund shall not be loaned out to anyone

16. Amendments

- Amendments concerning the Affiliates have to be made with the approval of the respective ICs
- Amendments concerning the Upper House have to be made with the approval of the Upper House
- Other Amendments shall be subject to the approval of TICs

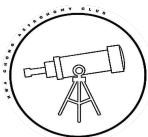
17. Voting

- Each ordinary member is allowed one vote in any referendum issued by the Exco or TICs
- Vassal members may only vote in referendums that are declared to be open to them

18. Orders of Precedence

The order of Precedence shall be followed as in the following

- Main TIC
- DY TIC
- The President
- The Deputy President





- The General Treasurer
- The Practical IC
- The Acads. IC
- The Quartermaster
- Mr Speaker
- Mr Chancellor
- The Head of the Supporting Committee
- Supporting Committee Members from the ordinary member pool
- The High School and Nanyang ICs

19. Succession Of Authority

In cases of emergencies, the club's student leadership shall be passed this way:

- Deputy President
- General Treasurer
- Practical IC and Academics IC
- Quartermaster

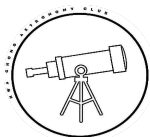
However, the TIC may reserve the right to pass the club's student leadership to any Exco member without following the aforementioned if he wishes to do so. He may wish to discuss with the exco about the matter should it be required.

20. Handover Procedures

Handover period is defined as the entire calendar months of June and May

At least one handover meeting is required within this period

1. At least 4 members of the incoming, outgoing Exco shall have to be present at this meeting
2. At least one representative from the Upper House is encouraged to be present to act as an arbitrator and to ensure that any traditions, acts, procedures and other such knowledge are passed down





3. 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

The budget will be done up by the TIC upon discussion with the ExCo as per school policy.

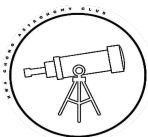
Auditor checking

- The budget must receive final assent from the rest of the ExCo and finally the TIC before being submitted to the school
- Tracking of budget spending must be done frequently by the treasurer acting as auditor checking

22. Motions

Confidence Motions

- 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
- 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
- These may be triggered by any ExCo Member or any ordinary club member and requires at least signatures of 20pc of the club strength
- The vote must be held within 3 days of the motion being filed with the necessary number of signatories
- At least 50pc of the club must officially vote that they have no confidence in order to fail such a motion





- 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
- The Exco or Exco member has the prerogative to appeal to the TIC which can decide to reject the motion

Petition Motion

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

23. Safety Concerns

1. The Vice President is obliged to conduct RAMS for every single event held in or outside Hwa Chong, and the General Treasurer is obliged to ensure that all club members and or other participants follow the safety rules strictly
2. No one is allowed to enter the rooftop without a teacher's supervision, and there must be door guards at all open points of entry
3. Non-HCAstro members are prohibited from the rooftop. They can only visit HCAstro on ground levels, such as Astro turf

24. Dissolution of the club

Unless ordered by the school authorities, the club shall operate perpetually.

