

CONSTITUTION OF SINGAPORE MANAGEMENT UNIVERSITY ALUMNI ASSOCIATION

NAME

1.1 This Society shall be known as the “SINGAPORE MANAGEMENT UNIVERSITY ALUMNI ASSOCIATION”, hereinafter referred to as the “Association”.

PLACE OF BUSINESS

2.1 Its place of business shall be at 81 Victoria Street Singapore 188065 or such other address as may subsequently be decided upon by the Executive Committee of the Association, hereinafter referred to as the “Committee” and if necessary, approved by the Registrar of Societies. The Association shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

OBJECTS

3.1 The objectives of the Association are:

- a. To represent the interests of alumni of Singapore Management University, hereinafter referred to as “SMU”, with the aim of promoting the welfare of SMU alumni.
- b. To provide programs and services that develop the professional and personal skills of Association members.
- c. To provide Association members with opportunities for career development and industry networking.
- d. To foster positive communication between Association members and other stakeholders of SMU (including the Board of Trustees, Management, Schools, Faculty, Staff, Students, and the Public).
- e. To maintain close cooperation and strengthen the relationship between SMU alumni, students, and SMU.
- f. To work closely with SMU to secure financing for approved projects in accordance with the SMU Fundraising Guidelines as approved by the Office of Alumni Relations, hereinafter referred to as ‘OAR’ which term shall include its successor or such office that may assume the functions of OAR as contemplated hereunder.
- g. To foster a culture of giving among SMU alumni.

3.2 The income and property of the Association whensoever derived shall be applied towards the promotion of the objects of the Association as set forth in this Constitution and no portion thereof shall

be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Association or to any of them or to any person claiming through any of them.” This is an adoption of the draft clause set out at Clause 3.3(b) of the Code.

MEMBERSHIP QUALIFICATION AND RIGHTS

4.1 The Association shall consist of members of the following classes:

- a. Honorary Members
- c. Ordinary Members
- d. Associate Members
- e. Spouse Members
- f. Corporate Members
- g. Provisional Members

The Committee reserves the right to determine the class of membership for all applicants based on the description stipulated in each category. The Association’s decision is final.

4.1.1 Honorary Members

Honorary membership may be conferred by the Association on individuals who are distinguished members of the public or by service to the Singapore Management University. Nominations may be made by SMU students, staff and faculty or the Association’s Ordinary Members. Honorary members shall not be required to pay any entrance fee and/or subscription fees.

4.1.2 Ordinary Members

The following persons shall be eligible for Ordinary membership:

- I. All persons who have been successfully awarded undergraduate or postgraduate degree(s) by the Singapore Management University.

4.1.3 Associate Members

Associate membership shall be open to the following, subject to the approval of the Committee:

- I. Persons who have completed academic programmes accredited and/or conducted by the Singapore Management University.
- II. Students who have attended courses at the Singapore Management University and who have not been dishonorably dismissed.

- III. Graduates from other recognised Universities. The Committee shall be guided by SMU Management as to which Universities should be included.
- IV. All faculty and full time staff (both past and present) who have taught or served in Singapore Management University.
- V. Persons who have recognised academic or professional qualifications which, in the opinion of the Committee, render them suitable to be Associate Members.
- VI. Persons who, in the opinion of the Committee, would contribute to and further the objects of the Association and/or SMU.

4.1.4 Spouse Members

Spouse membership shall be open to spouses of Honorary, Ordinary, Associate or Provisional Members. This membership shall cease when the Honorary, Ordinary, Associate or Provisional Members ceases to be a member, or if there is a change in the marital status of the Honorary, Ordinary, Associate or Provisional Members.

4.1.5 Corporate Member

Corporate membership will be by invitation of the Association after consultation with OAR or Advisor Member (as provided for in Article 17.1) and extended to business or corporate entities or other organisations in fields of endeavour which can contribute to the objects of the Association.

Each Corporate membership shall entitle the corporate member to nominate a maximum of 4 individuals (subject to the Association's approval of the said nominees) who shall be entitled to the privileges of the Association on such terms as may be decided by the Association.

4.1.6 Provisional Members

Provisional membership is available to SMU students at the Committee's discretion (in consultation with OAR) and such provisional membership would be valid for a period to be defined by the Committee. Provisional members may convert to Ordinary Memberships upon successful completion of any undergraduate or postgraduate degree with SMU and on such terms as the Committee may from time to time decide.

4.2 The Committee shall have the power at any time to restrict the number of members of any or all classes apart from the category of Ordinary Members.

4.3 Only Ordinary members who are 18 years of age and above shall have the right to vote and to hold office in the Association.

4.4 The Association will be empowered to allow for the establishment of sub-units within its

structure including the establishment of interest sub-units, clubs or chapters. Each of these sub-units will formulate its own rules and regulations subject to a requirement that the constitution (or their equivalent) of such sub-units shall always remain consistent with the letter and spirit of the Constitution of the Association. The establishment of sub-units and their rules and regulations shall be subject to the prior approval in writing of the Committee. The members of the sub-units will be considered members of the Association if, in the opinion of the Committee, such individuals qualify under any of the categories listed in article 4.1(a) to (f) above.

4.5 The Association shall provide reasonable support for the setup of International Chapters of the SMU alumni. The Association will seek to facilitate the establishment of new chapters of the Association, membership of which shall be open to alumni and students of SMU residing in the country that the chapter is formed and adhere to the objectives of the Association.

Chapters will be governed by the following regulations:

- Each chapter shall be governed by a constitution approved and recommended by the Committee
- The Committee shall evaluate and approve all applications to establish new chapters and no new chapters shall be established without the express written approval of the Committee
- The Chapters shall formulate its own rules and regulations subject to the requirement of its respective constitution and/or local by-laws.

APPLICATION FOR MEMBERSHIP

5.1 A person wishing to join the Association should submit his particulars to the Executive Secretary or Honorary Secretary on a form to be prescribed by the Association. Hereinafter, references to "Secretary" shall be deemed as references to the Executive Secretary and/or the Honorary Secretary.

5.2 The Committee will carefully consider the suitability of the candidate for admission as a member, having regard to the objectives of the Association, but in no case shall application be unreasonably or unlawfully denied.

5.3 A copy of the Constitution shall be furnished to every approved member upon payment of the entrance fee and any other fees, if applicable.

RESIGNATIONS & RE-ELECTION

6.1 Any member may resign from the Association by giving to the Secretary notice in writing to that effect but such member shall pay all debts due to the Association including the full subscription due for the month in which such notice is given. A member who has resigned may submit an application for re-admission to the Association provided that he has discharged all liabilities to the Association. The Committee may in its discretion waive the entrance fee for re-admission or any part thereof.

MEMBERS ADJUDGED BANKRUPT, CONVICTED

7.1 If any member or nominee of a Corporate Member is adjudged a bankrupt, or makes a composition or arrangement with creditors under the provision of any Act of Parliament or Regulation, the Committee may withdraw any or all privileges which the member would otherwise be entitled to and also the membership of the Association but the Committee shall have the power in its discretion to reinstate such persons as members at a later date without any payment of the entrance fee.

7.2 If any member or nominee of a Corporate Member is convicted in any Court of Law for any offence involving dishonesty or moral turpitude, he shall cease to be a member of the Association and thereupon shall not be eligible for re-admission as a member. If any member or nominee of a Corporate Member is convicted in any Court of Law for any other offence, The Committee may, if it deems that the reputation of the Association and/or SMU has been compromised by the said conviction, withdraw any or all privileges which the member would otherwise be entitled to and also the membership of the Association but the Committee shall have the power in its discretion to reinstate such persons as members at a later date without any payment of the entrance fee.

EXPULSION, SUSPENSION OR FINE OF MEMBERS

8.1 The Committee shall have the power to expel any member or nominee of a Corporate Member, who has in the opinion of the Committee, acted in any way prejudicial to the interest of the Association or its members thereof or shall breach any provision of the Constitution or any Rules and Regulations of the Association or whose conduct shall in the opinion of the Committee render the member/nominee unfit for membership to the Association.

8.2 Before any such member/nominee is expelled, the Secretary, or any authorized person, shall give him a minimum of seven days written notice to attend a meeting where the member/nominee shall be informed of the complaints made against him and the member/nominee shall then be entitled to provide an explanation for his conduct.

8.3 After hearing such member/nominee, if at least two-thirds of the members of the Committee

then present vote for the expulsion of the said member, he shall thereupon cease to be a member of the Association. Where a nominee is expelled pursuant to this clause, the corresponding Corporate Member shall nominate a nominee in his place.

8.4 If such member/nominee refuses to attend the meeting in answer to the notice calling upon him to do so, the Committee may nevertheless proceed in the member's/nominee's absence.

8.5 The Committee shall have the discretion and may at the conclusion of such hearing suspend the member for not more than one year or impose a fine not exceeding \$1,000 or any other lesser penalty or any combination thereof. In the event of damage to (i) Association or SMU property; or (ii) any third party property, arising out of the member's action, the Committee shall have the power to impose any additional penalties it deems necessary including but not limited to cost of repairing, replacing or refurbishing the damage. Notice shall thereafter be posted to such member.

8.6 The Committee shall be empowered to exclude such member from the premises of the Association, including the use of facilities arranged by the Association until such hearing shall have been held and concluded.

8.7 The Committee may delegate to a sub-committee such power and duties under this article and such sub-committee shall present to the Committee its findings for the Committee's determination after giving the member the opportunity to be heard.

8.8 A member, who has been suspended or expelled, shall have the right, within twenty-one days of posting of notice of his suspension or expulsion or such other penalties imposed by the Committee to require the Committee to reconsider its decision and may attend a meeting of and make representations to the Committee for this purpose.

8.9 The Committee may in its discretion, include non-Committee members in its reconsideration of its above-mentioned decision.

EFFECT OF CEASING TO BE A MEMBER

10.1 Any person shall, upon ceasing to be a member of the Association for any reason, forfeit all rights, privileges and claims against the Association, but shall continue to be liable to the Association for any outstanding debts and liabilities.

ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

11.1 All fees including the entrance fees, subscriptions fees, affiliation fees and administration fees as well as their manner of payment shall be determined from time to time by the Committee at a General Meeting.

11.2 All members of the Association shall pay a subscription fee upon approval of their membership application, failing which approval shall be revoked. Subsequent subscription fees shall be charged upon each yearly renewal of membership and shall be payable within one month of such subscription becoming due. Notices shall be sent to any members who fail to make timely payment. If a member fails to make full payment of subscription renewal fees within 5 weeks of their becoming due, the President may order that his name be posted on the Association's notice board and that he be denied the privileges of membership until he settles his account. Any member in arrears of subscription for more than three months (Defaulting Member) from the due date shall be suspended from membership until all outstanding accounts are settled. In the event that within two months of suspension, the Defaulting Member fails to make good all outstanding plus costs, the Committee shall have the right to commence legal proceedings against the Defaulting Member for all outstanding amounts.

11.3 Any additional fund required for special purposes may only be raised from members with the consent of the General Meeting of members.

SUPREME AUTHORITY AND GENERAL MEETINGS

12.1 The supreme authority of the Association is vested in a General Meeting of members presided over by the President (or the Vice-President if the President is not available). The Chairman of the General Meeting shall be appointed from among the Committee, by the Committee.

12.2 An Annual General Meeting shall normally be held within 3 to 6 months after the close of the financial year (or such other time as the Committee may so decide).

12.3 At other times, an Extraordinary General Meeting shall be called by the Committee on the request in writing (including email) of not less than 25% of the total voting membership or 30 voting members, whichever is the lesser, and may be called at any time by order of the Committee. A notice in writing shall be given by the Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within two months from receiving this request to convene the Extraordinary General Meeting.

12.4 If the Committee does not within two months after the date of the receipt of the written request proceed to convene an Extraordinary General Meeting, the members who requested the Extraordinary

General Meeting shall have the power to convene the Extraordinary General Meeting by giving ten working days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Association's notice board.

12.5 At least fifteen working days' notice shall be given for an Annual General Meeting or an Extraordinary General Meeting. Notice of meeting stating the date, time and place of meeting shall be sent (by such means as the Secretary may so decide) by the Association to all voting members to the latest address provided to the Association. The particulars of the agenda shall be posted on the Association's notice board no less than five working days in advance of the meeting.

12.6 Unless otherwise stated in this Constitution, voting by proxy is allowed at all General Meetings, with the cap of one proxy per Voting Member.

12.7 The Secretary shall duly notify members (by such means as the Secretary may so decide) of any other voting systems available to members. Postal and online voting systems are acceptable and will be used at the discretion of the Committee.

12.8 The following points will be considered at the Annual General Meeting:

- a) The previous financial year's accounts and annual report of the Association.
- b) Where applicable, the election of office-bearers and Auditors for the following term.

12.9 Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice to the Secretary no less than ten working days before the meeting is due to be held.

12.10 At least 25% of the total voting membership or 30 voting members, whichever is the lesser, present at a General Meeting shall form a quorum. Proxies shall not be counted as part of the quorum.

12.11 In the event of there being no quorum at the commencement of a General Meeting, the meeting shall be adjourned for an hour and should the number then present be insufficient to form a quorum, the meeting shall be allowed to commence, but those present shall have no power to alter, amend or make additions to the Constitution.

12.12 A simple majority is required to effect a resolution, unless otherwise provided for in this Constitution. In the event of a tie, the Chairman of the General Meeting will have a casting vote.

MANAGEMENT AND COMMITTEE

13.1 The administration of the Association shall be entrusted to a Committee consisting of at least 7 members, and up to 11 members to be elected at an Annual General Meeting from among Ordinary members.

13.2 Nominees for the Committee positions shall be duly proposed and seconded not less than one week before an Annual General Meeting. The election of the Committee Members will follow on a simple majority vote of the members present at the meeting and/or vote cast online during a time specific period as determined by the Committee. This will be followed by an internal election of Committee office-bearer positions of one President, at least one Vice-President, one Honorary Secretary and one Treasurer, and other specific roles among the Ordinary Committee Members. The positions of the President & Treasurer, may be re-elected to the same position for a maximum of two consecutive terms only. There shall be no term limits for the other office bearers. The term of office of the Committee is two years (or such shorter duration as the Committee may so decide, which shall be no less than one year).

13.3 Election will be either by show of hands and/or any other voting systems as determined by the Committee. In the event of a tie, a revote shall be taken and if it still results in a tie, a lot shall be drawn to determine who shall be the successful candidate unless a contesting candidate(s) withdraws in favour of another candidate.

13.4 A Committee Meeting shall be held at least once a year after giving seven days' notice (unless all Committee members consent to short notice) to Committee Members. The President may call a Committee Meeting at any time by giving five days' notice. At least 50% of the Committee Members must be present for a quorum to be formed.

13.5 The duty of the Committee is to organise and supervise the day-to-day activities of the Association. The Committee may not act contrary to the expressed wishes of the General Meeting of members without prior reference to it and always remains subordinate to the General Meetings of members.

13.6 The Committee and its members shall always exercise its powers in a responsible manner and in the best interest of the Association. Save for cases involving gross negligence or wilful default, the Committee (or its individual members) is not liable for any debts and/or liabilities of the Association whether legally incurred or not, and the Committee shall be fully discharged of such liabilities as mentioned above.

13.7 Persons who have been convicted for an offence involving the unlawful expenditure of the funds of the Association or have been declared by the Minister of Home Affairs to be unfit to act as an officer

of a society by reason of any conviction for any other criminal offence shall not be eligible to stand for election to the Committee.

DUTIES AND POWERS OF COMMITTEE

14.1 The Committee shall have the power to appoint a member to fill any vacancy in the Committee. The member appointed to fill such vacancy shall hold office for the remainder of the term of the member being replaced.

14.2 In the event of any vacancy arising in respect of the office of President, Vice President, Honorary Secretary or Treasurer, the Committee shall at its next meeting or as soon as may be thereafter elect one of its members to fill the vacancy.

14.3 In the absence of the President and the Vice-Presidents of the Association at a Committee meeting, the members of the Committee present at the meeting shall elect a Chairman from amongst the Committee members subject to the quorum conditions being satisfied.

14.4 The Committee shall meet regularly during each year to examine the Accounts and arrange the affairs of the Association. Half of the Committee shall form a quorum. Minutes shall be kept of all the proceedings of the Committee and shall be open to the inspection of any member with at least seven days of written notice to the Secretary.

14.5 The Committee may from time to time appoint, such sub-committees as it may deem necessary or expedient, and may delegate to them such powers and duties of the Committee as the Committee may determine. Such sub-committees shall report their proceedings to the Committee as required by the Committee, and shall conduct their business in accordance with the direction of the Committee.

14.6 The Committee shall, subject always to the need to exercise sound and prudent judgment, have power to appoint, control, pay and dismiss employees employed by the Association, and such administrative powers as may be necessary for the proper carrying out of the objects of the Association in accordance with this Constitution.

14.7 The Committee shall not pledge assets or take up security over assets, unless with the approval of the members in a General Meeting or the OAR Director.

14.8 The Committee may from time to time make, amend or repeal the Association's rules and regulations, as they think expedient, for the internal management and well-being of the Association providing that all such decisions shall require the concurrence of at least 50% of the Committee

members. The Committee shall have full power to decide all queries relating to the management of the Association and all questions arising out of or not covered by the Association's Regulations or any other rule or bylaws. Such decision shall be final unless and until altered or reversed by the resolution of the members of the Association at a General Meeting.

14.9 Any member of the Committee who is absent from three successive meetings of the Committee without a written explanation to the Secretary, shall be deemed to have withdrawn from the Committee and a successor may be selected by the Committee to serve until the next Annual General Meeting. If at the third meeting a written explanation for such absence is submitted, the Committee shall consider such explanation and decide by a simple majority vote of the Committee whether or not the absent member shall remain in the Committee. Leave of absence for a period not exceeding three months may be granted on application.

14.10 The Committee shall be able to suspend or expel a member of the Committee if the member is collectively deemed unable to contribute and cooperate with other members of the Committee, pursuant to Clause 14.8. The member shall not be able to run for elections to the Committee for a period of two consecutive terms of office.

14.11 Any member of the Committee who is absent The Committee may, subject always to the need to be prudent and to exercise sound financial judgment, authorize necessary expenditure by its members and its employees as may be necessary from time to time.

14.12 All complaints shall be made in writing to the Secretary who, if unable to deal with them, shall submit them to the Committee whose decision shall be final. In no instance shall an employee employed by the Association be reprimanded directly by a member other than by a member of the Committee.

DUTIES OF OFFICE-BEARERS

15.1 The President (or the Vice-President, as the case may be) shall chair all General and Committee meetings. He/She shall also represent the Association in its dealings with external parties. He/she shall work collaboratively with OAR/Advisor Member to pursue the objectives of the Association.

15.2 The Vice-President shall assist the President and deputise for him/her in his/her absence.

15.3 The Secretary shall keep all records, except financial, of the Association and shall be responsible for their correctness. He/She will keep minutes of all General and Committee meetings. He/She shall maintain an up-to-date register of members at all times. He/She will summon all general meetings of the Association and meeting of the committee and disseminate information to members on the activities.

15.4 The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Association and shall keep an account of all monetary transactions and shall be responsible for their correctness. He/She is authorised to expend up to S\$500 per month (or such other limits as the Committee may agree to unanimously) for petty expenses on behalf of the Association. He/She will not keep more than S\$1,000 (or such other limits as the Committee may agree to unanimously) in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee. Withdrawals of S\$1,000 or below made by cheque from the bank shall be signed by either the Treasurer or the President or the Vice-President or the Secretary or the President's designated persons from OAR. Withdrawals above S\$1,000 from the bank will be jointly signed by either the Treasurer or the President or the Vice-President or the Secretary and the President's designated persons from OAR. Any changes to the above limits or signatories shall only be permitted with a written resolution to be passed by all the Committee members.

15.5 Ordinary Committee Members shall assist in the general administration of the Association and perform duties assigned by the Committee from time to time.

15.6 The Committee may appoint up to 3 non-elected members to assist with management and implementation of the Association's activities, who may at the invitation of the President, attend Committee meetings. However, such non-elected members shall not have voting rights at Committee meetings, which is the exclusive right of elected members. Such non-elected members shall not be allowed to replace any of the office-bearers, who are elected Committee members. In particular, the Committee may appoint an Executive Secretary, whose main role is to facilitate administrative matters concerning the Association.

UNIVERSITY SUPPORT FOR ASSOCIATION

16.1 Any financial and administrative support that may be extended by SMU to the Association will be provided through the Office of Alumni Relations (OAR).

16.2 All representation and negotiation for any financial support and extension of SMU privileges and/or facilities will be made to the SMU's Management and Offices through the OAR Director. All negotiations will be subject to SMU's management and financial policies. The amount of financial and in-kind support provided by SMU for Alumni shall be dependent on available funds and resources. The Committee shall ensure that approved funds will be solely and specifically allocated to finance projects or initiatives approved by the Committee and OAR.

ALUMNI MANAGEMENT ADVISORY MEMBER

17.1 The SMU President shall act as an advisor of the Association, and shall hereinafter be referred to as “Advisor Member”. The Advisor Member may appoint any other senior SMU staff to represent him in that capacity. The role of the Advisor Member is to support the Association by steering the Association in the direction that meets the objectives of SMU and the Association.

17.2 The Association shall consult the Advisor Member or the OAR Director on any major decision requiring financial support or otherwise from SMU and/or could in any way affect the reputation of SMU.

USAGE OF ASSOCIATION NAME AND LOGO

18.1 Any Association member wishing to use the name or logo of the Association in any publication in any medium shall seek the prior written approval of the Committee. Contact in the first instance should be with the Secretary of the Committee.

STATEMENTS TO THE PRESS

19.1 The Committee shall consult and seek the clearance of the Advisor Member on all press releases on matters within the purview of the Association. Only OAR or the Association’s President or Association’s-designated representative(s) are permitted to speak to the media.

USAGE OF SMU FACILITIES

20.1 The usage of SMU facilities will be subject to the terms and conditions applicable to such use as may be negotiated and agreed upon between the Committee and SMU. All members are required to abide strictly to such rules and conditions, and any other applicable regulations. In all cases, SMU shall extend the use of facilities to the Association members who have paid the requisite or subscription fee as agreed by the Association and SMU.

FINANCIAL OBLIGATIONS AND FUND-RAISING MATTERS

21.1 The Committee and the Association shall ensure that SMU does not assume any financial responsibility whatsoever (unless expressly agreed otherwise) for any projects undertaken or initiated by the Association without the express prior written approval of OAR. The Committee shall ensure that all fund raising projects initiated by the Association or the Committee shall be subject to SMU’s

Fundraising Guidelines, as approved by OAR. Contact in the first instance should be with the OAR Director and/or any OAR Staff as appointed by the OAR Director.

21.2 The Association shall not assume any liability for debts or otherwise on any alumni or fundraising projects not approved by OAR, on behalf of any alumni sub units, clubs or chapters.

AUDIT AND FINANCIAL YEAR

22.1 The Committee shall ensure that proper accounts and records of the transactions and affairs of the Association are kept to show and explain all the Association's transactions and to disclose, with reasonable accuracy, the financial position of the Association at any time.

22.2 A firm of Certified Public Accountants shall be appointed as Auditors at each Annual General Meeting for a term of 1 year or till the next Annual General Meeting, as the case maybe and shall be eligible for reappointment.

22.3 The Auditors:

- a) Will be required to audit each year's accounts and if required, present a report upon them to the Annual General Meeting.
- b) May be required by the President to audit the Association's accounts for any period within their tenure of office at any date and make a report to the Committee.

22.4 The Auditors, in their report, shall state:

- (a) whether the financial statements show fairly the financial transactions and the state of affairs of the Association;
- (b) whether proper accounts and other records have been kept, including records of all assets and liabilities of the Association;
- (c) where any fund-raising appeal has been conducted by the Association during the financial year reported upon, whether the appeal has been carried out in accordance with Regulation 6 of the Societies Regulations issued under the Societies Act (Cap 311, Section 34) and whether proper accounts and other records have been kept of the fund-raising appeal; and
- (d) such other matters arising out of the audit as they consider necessary.

22.5 The accounts and records referred to in Clauses 22.1 to 22.3 shall, in particular, contain

- (a) entries showing from day to day all sums of money received and expended by the Association and the matters in respect of which the receipt and expenditure took place; and

- (b) a record of the assets and liabilities of the Association.

22.6 The financial year shall be from 1 January to 31 December or such other period as the Committee may so determine subject always to such directions as Registry of Societies may so provide.

22.7 Within one month of every Annual General Meeting or within such reasonable time after the Annual General Meeting as may be practical, or if no such meeting is held, once in every calendar year within one month after the close of the Association's financial year, the President, Secretary and Treasurer shall furnish to the Registrar an Annual Return.

22.8 The Annual Return shall consist of:

- (a) details of the Committee members holding office for the year; and
- (b) a copy of the accounts (income and expenditure and balance-sheet) of the Association in respect of its last financial year, duly certified by the Auditors in accordance with Regulation 7(1)(b) of the Societies Regulations.

VISITORS AND GUESTS

23.1 Visitors and guests may, subject to any rules and regulations that may be established by the Committee, be admitted into the premises of the Association but they shall not be entitled to the privileges of the Association. All visitors and guests shall abide by the Association's rules and regulations.

PROHIBITIONS

24.1 Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act (Cap 250), or other relevant legislation, is forbidden on the Association's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.

24.2 The funds of the Association shall not be used to pay the fines of members who have been convicted in a court of law.

24.3 The Association shall not engage in any illegal trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.

24.4 The Association shall not attempt to restrict or interfere with trade or make directly or indirectly any recommendation to, any arrangement with its members which has the purpose or is likely to have the effect of fixing or controlling the price or any discount, allowance or rebate relating to any goods or service which adversely affect consumer interests. This clause shall not apply to acts based on reasonable business practices.

24.5 The Association shall not indulge in any activity or allow its funds and/or premises to be used for purposes.

24.6 The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office-bearers, Committee or members unless with the necessary prior approval of the relevant authorities (if required).

24.7 The Association shall not raise funds from the public for whatever purposes without the necessary prior approval of the relevant authorities (if required).

AMENDMENTS TO CONSTITUTION

26.1 No alteration or addition/deletion to this Constitution shall be made except at a General Meeting and with the consent of no less than two-thirds of the voting members present at the General Meeting, and, if required under any applicable laws or regulations, they shall not come into force without the prior sanction of the Registrar of Societies or such other bodies as may be applicable.

INTERPRETATION

27.1 In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, the Committee shall have power to use its own discretion. The decision of the Committee shall be final unless it is reversed at a General Meeting of members.

DISPUTES

28.1 In the event of any dispute arising amongst members, they shall attempt to resolve the matter before the Committee. If required, the Committee office bearers shall appoint a board of no less than 3 Association members who will conduct a separate investigation and present their findings to the office bearers for their decision. If a resolution is not reached, then the dispute will be raised at an Extraordinary General Meeting in accordance with this Constitution.

DISSOLUTION

29.1 The Association shall not be dissolved, except with the consent of not less than two-thirds of the total voting membership of the Association for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose.

29.2 In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Association shall be first fully discharged, and the remaining funds will be disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.

29.3 Written notice and a Certificate of Dissolution, signed by the President, the Secretary and the Treasurer or officers of the Association, shall be sent within seven days of the dissolution to the Registrar of Societies.

~ THE END ~

Amended as at [1 June 2018]