

CONSTITUTION

OF THE
SINGAPORE (UK)
ASSOCIATION

1. TITLE

The name of the Association shall be the Singapore (UK) Association. Reference herein to the "Association" shall mean the Singapore (UK) Association.

2. ADDRESS

The address of the Association shall be the Singapore High Commission, London, or at such other address as the Executive Committee as herein defined may from time to time determine.

3. OBJECTS

The objects of the Association shall be:

- (a) to promote social, cultural, recreational and educational activities for its members
- (b) to provide members with opportunities to meet
- (c) to serve as a link with Singapore
- (d) to act as a source of assistance and guidance for members
- (e) to participate in public and charitable activities for the benefit of members and the wider public
- (f) to act in a capacity which is in any way connected with any of the foregoing objects and which the Executive Committee shall consider to be in the interest of the Association.

4. MEMBERSHIP

4.1 The Association shall comprise of the following categories of membership:

- (a) Ordinary members (Individual)
- (b) Corporate members
- (c) Student members
- (d) Affiliate Student Members
- (e) Family members
- (f) Life members
- (g) Honorary members

4.2 ORDINARY MEMBERS (INDIVIDUAL)

Any person aged 18 and above and residing in the United Kingdom may apply for Ordinary (Individual) membership. Each candidate must be proposed and seconded by another member. Election to membership shall be determined by the Executive Committee.

4.3 CORPORATE MEMBERS

A body corporate or unincorporated may apply for Corporate membership if:

- (a) a majority of its members are Singaporeans
- (b) OR it is a company incorporated in Singapore, or its parent company is incorporated thereat
- (c) OR it is a company, club or society with a significant interest in Singapore affairs.

Election to membership shall be determined by the Executive Committee. No reason need be given in the event of a rejection. Every Corporate member shall be entitled to nominate up to two persons from time to time to become Authorised Representative of the Corporate member. Such person shall become Authorised Representatives of the Corporate member on despatch of written consent from the Secretary of the Association to such nomination. A Corporate member will have all the rights and privileges of membership, including the right to attend General Meetings save that each Corporate member shall only exercise one vote at General Meetings through anyone of their Authorised Representatives shall be made to the Secretary of the Association.

4.4 STUDENT MEMBERS

Full time students in the United Kingdom may apply to the Executive Committee for student membership. Each applicant must be proposed and seconded by another member. Election to membership shall be determined by the Executive Committee.

4.5 AFFILIATE STUDENT MEMBERS

Members of student bodies and/or associations at learning institutions in the United Kingdom are affiliate student members by virtue of the membership of the student body and/or association to the Association. Such student bodies and/or association become members of the Association upon receipt of the Executive Committee of confirmation in writing by the Director or appointee of Contact Singapore or any other organisation as may be deemed the appropriate body for ascertaining such membership, such body to be determined from time to time by the Executive Committee.

4.6 FAMILY MEMBERS

Family members contained within a collective Family membership is defined as two related adults and two children under the age of 18 (if any) living at the same address. Election to Family membership shall be determined by the Executive Committee.

4.7 LIFE MEMBERS

Any Ordinary member who has been a full paying member for not less than a year, may apply to become a Life member on payment of such sum as is prescribed from time to time by the Executive Committee. Such sum will be in lieu of further annual subscriptions. The Executive Committee shall have power to fix a limit to the number of Life members.

4.8 HONORARY MEMBERS

Honorary members may be elected from time to time by the Executive Committee. Those so elected shall be persons who in the opinion of the Executive Committee are worthy of such distinction.

5. APPLICATION OF MEMBERSHIP

5.1 Application for membership shall be made on the form prescribed for such purposes by the Executive Committee, and shall be delivered to the Secretary of the Association within 20 days after the proposer and seconder have signed it.

5.2 The Executive Committee shall vet and determine all applications for membership. No reasons need be give to any candidate for membership whose application is rejected although a written appeal can be made to the Executive Committee. The decision of the Executive Committee on such appeals shall be final and binding.

5.3 No person shall be admitted until he shall have paid to the Treasurer of the Association his or her subscription for the remaining months (including the month in which his or her application is approved) of the current calendar year.

6. SUBSCRIPTION

6.1 The annual subscription for Ordinary members shall be twenty pounds sterling per calendar year or such sum as the Executive Committee may from time to time determine.

6.2 The annual subscription for Student members shall be a sum that the Executive Committee may from time to time determine.

6.3 There is no annual subscription fee payable by Affiliate Student members.

6.4 The annual subscription for Corporate members shall be one hundred pounds sterling or such other sum as the Executive Committee may from time to time determine.

6.5 The annual subscription for collective Family membership shall be thirty pounds sterling per calendar year or such sum as the Executive Committee may from time to time determine.

6.6 Life members, once they have so become, shall be exempted from payment of annual subscription.

6.7 Honorary members are exempted from payment of annual subscription.

6.8 Subscriptions shall be paid annually on the 1st of January of each calendar year or on the date of election to membership in the case of a member becoming a member during a calendar year.

6.9 Subscriptions and entrance fees shall be paid to the Treasurer by online payment, a crossed cheque or banker's draft made payable to the Singapore (UK) Association or such other method as the Executive Committee may from time to time prescribe.

6.10 All subscription fees may be pro-rated or reduced for members joining during a calendar year, on such terms as the Executive Committee may from time to time determine.

7. RIGHTS OF MEMBERS

7.1 All members and Authorised Representatives shall enjoy the following rights:

- (a) to use all facilities provided by the Association for the general use of its members
- (b) to attend General Meetings and Special Meetings of the Association
- (c) to attend functions and activities arranged by the Association subject to payment of any charge as may be levied by the Executive Committee from time to time
- (d) to be eligible for co-options to membership of sub-committees of the Association.

7.2 Only those Ordinary members or Life members who are Singapore citizens, former citizens or permanent residents of Singapore may hold the office of President, Vice President, Secretary and Treasurer.

7.3 Affiliate Student members shall not be entitled to vote at any general meetings of the Association. Affiliate Student members will be entitled to access and use of the Association's newsletter on such terms as the Executive Committee shall determine from time to time.

8. SUSPENSION OR EXPULSION OF MEMBERS

8.1 The Executive Committee shall (by notice in writing sent to the member concerned) have the right at any time and from time to time to suspend or forfeit the membership of any member without giving reasons for so doing. Any member whose membership is so suspended or so expelled may appeal to the Executive Committee against such decision within 28 days of receipt a notice of forfeiture. The Executive Committee shall consider such appeal and its decision on such appeal shall be final and binding.

8.2 Should a member infringe the rules or regulations or make himself or herself obnoxious to another member or be considered guilty of unbecoming conduct he or she may be required to furnish an explanation to the Disciplinary Sub Committee. Complaints of misconduct under this rule must be made in writing to the Secretary.

8.3 Should the Disciplinary Sub Committee be of the opinion that the member against whom a complaint is made has a case to answer they shall refer the matter to the Executive Committee for consideration. They may exclude a member from the Association until the next Executive Committee meeting. If the Execution Committee; is of the same opinion, they must give the member an opportunity to appear before them to state his or her case in answer to the complaint.

8.4 The member shall be afforded an opportunity of explaining the circumstances to the Executive Committee and of defending his or her conduct or action either in writing or in person.

8.5 Having heard both sides, the Executive Committee may, after ballot, either:

- (a) dismiss the complaint or
- (b) expel the member or
- (c) suspend the member from all privileges of membership for a period not exceeding six months.

8.6 A member who is expelled from the Association shall forthwith cease to be a member thereof.

8.7 A member whose membership is suspended by the Executive Committee shall forfeit all rights and privileges for the duration of his or her suspension, but without prejudice to the continuation of his or her liabilities and obligations.

9. EXECUTIVE COMMITTEE

9.1 The Association shall have an Executive Committee which shall be responsible for the day to day running of the Association and the conduct of its affairs.

9.2 The Executive Committee shall comprise:

- (a) the President of the Association, so elected

- (b) the Vice President at the Association, so elected
- (c) the Secretary of the Association, so elected
- (d) the Treasurer of the Association, so elected
- (e) 5 other Ordinary or Life members) so elected
- (f) 2 student members, so elected
- (g) 1 appointee from Contact Singapore or such other organisation as the Executive Committee shall deem the appropriate body for ascertaining Affiliate Student members' status.

9.3 The Executive Committee shall be elected at the Annual General Meeting. Election of a new Executive Committee shall take place every two years. Each elected Committee member shall hold office for two years until the next Annual General Meeting and shall be eligible for re-election, subject to Article 11.5.

9.4 The Executive Committee may from time to time co-opt members to the Executive Committee on an ad hoc basis.

10. SUB COMMITTEES

10.1 The Executive Committee shall appoint such sub committees as shall from time to time be required, to assist in the running of the Association.

10.2 The Executive Committee shall appoint a Disciplinary Sub Committee and its Chairman as and when necessary whose function it shall be to:

- (a) investigate all complaints concerning the behaviour of members and to exercise the rights conferred on it by article 8
- (b) make recommendations subject to the approval thereof by the Executive Committee governing the conduct of members.

10.3 Any sports, social or other organisation within the Executive Committee may hold meetings as appropriate and may be attended by such officers of the Association as may be nominated by the President or Executive Committee.

11. ELECTION OF EXECUTIVE COMMITTEE MEMBERS

11.1 Election shall be by secret ballot or by show of hands as determined by the members at the Annual General Meeting.

11.2 All candidates for election to the Executive Committee shall be proposed and seconded by members of the Association.

11.3 Nominations must be made in writing to reach the Secretary at least seven days prior to the Annual General Meeting.

11.4 The office of President, Vice President, Secretary and Treasurer shall each be individually voted upon. The five other members of the Executive Committee shall be the five persons obtaining the five highest votes on a single ballot. The office of President, Vice President, Secretary and Treasurer shall not be held by any eligible member for more than two consecutive terms in that office. Re-election to that office shall only be possible after two years of leaving that office.

11.5 If any Executive Committee member is temporarily unable to perform his or her duties, a replacement may be co-opted by the Executive Committee. If an Executive member is unable to complete his or her term of office, a replacement may be co-opted by the Executive Committee.

12. POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

12.1 The general management of the Association is vested in the Executive Committee.

12.2 The Executive Committee may from time to time make, vary and revoke bye-laws (not inconsistent with the Constitution) for the regulation of the internal affairs of the Association and the conduct of members and such bye-laws shall be binding on all members.

12.3 The Executive Committee shall be responsible for carrying out all resolutions of the Association, and for organising or appointing members to organise activities for the Association.

12.4 The Executive Committee shall have full authority to enter into financial transactions and generally to deal in all matters associated with the Association.

12.5 All funds of the Association or any part of such funds may only be dealt with by any two authorised persons within the Executive Committee.

12.6 The Executive Committee shall have power to obtain, collect and receive money and funds by contributions, sponsorship, donations, subscriptions, or in any other way.

12.7 The Executive Committee shall appoint an editor to the Association's newsletter and communication channels, which person shall be a fit and proper person as determined by the Executive Committee. The newsletter shall be issued and circulated at such frequency as the Executive Committee may determine from time to time. All members, except where otherwise indicated, are entitled to stay up to date through the appropriate channels.

13. THE PRESIDENT

13.1 The President shall be the Chairman of all meetings of the Executive Committee and meetings of the Association. In his or her absence, the Vice-president shall take this place.

13.2 The President shall be the Chairman of sub-committee meetings of the Executive Committee, but subject to the proviso in Article 10. In his or her absence, the Chairman of such sub-committee meeting shall be the person nominated to be Chairman of such meeting by the President.

13.3 In the event of any dispute regarding the interpretation of any rule of the Constitution or any bye-law the decision of the President shall be final.

13.4 If at any meeting of the Association or any meeting of the Executive Committee or any meeting of any sub-committee of the Executive Committee there shall be an equal number of votes for and against a motion, the Chairman of the meeting, shall in addition to his or her own vote, have a casting vote.

14. ACCOUNT BOOK

14.1 Proper and contemporaneous Accounts of the Association shall be kept by the Treasurer and made available for inspection to members of the Association at the Annual General Meeting.

14.2 The income and property of the Association whenever and however derived shall be applied solely towards the promotion of the objects of the Association. No portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, profit or otherwise howsoever to any member of the Association save pursuant to Article 24.

14.3 The Executive Committee may in good faith direct that payment by way of proper remuneration and/or reimbursement of reasonable expenses be made to any officer or member of the Association for services rendered and/or out-of-pocket expenses or any other fees or charges incurred on behalf of the Association.

15. GENERAL MEETINGS

15.1 An Annual General Meeting of the Association shall be held annually in every calendar year but there shall not be more than 15 months between one Annual General Meeting and the next. Twenty-one days prior notice of the day, time and venue of the Annual General Meeting shall be given to all members in the manner prescribed in Article 22. The notice shall include an address to which instruments appointing a proxy shall be sent to reach that address no later than 48 hours before the time appointed for the meeting or adjourned meeting.

15.2 A Special General Meeting of the Association may be summoned at any time by the Executive Committee, and shall be so summoned immediately upon twenty per cent of Ordinary members delivering to the Executive Committee a written request that such meeting be convened. Fourteen days prior notice of the day, time and venue

him or her, _____ of _____ as my/our proxy to vote in my/our name(s) and on my/our behalf at the Annual/Special General Meeting of the Association to be held on 19 and at any adjournment thereof

Signed this _____ day of _____ 20 _____ .

18.3 The instrument appointing a proxy shall be deposited at the address within the United Kingdom as is specified in the notice convening the Meeting or in any instrument of proxy sent out by the Committee as specified in Article 18.2 and an instrument of proxy which is not deposited or delivered in this matter so permitted shall be invalid.

19. GUESTS

Members may with the consent of the Executive Committee introduce and entertain their guests as visitors to the Association and where appropriate upon payment of such charge as the Executive Committee may from time to time determine. Any member introducing a guest shall be responsible for his or her guest strictly observing the rules and bye-laws of the Association.

20. CONFIDENTIALITY

All meetings of the Executive Committee shall be confidential. All discussions in meetings of the Executive Committee shall be confidential. All decisions of the Executive Committee shall be recorded in the minutes which shall be open for inspection to members on such terms as are determined by the Executive Committee as necessary.

21. THE MEDIA

21.1 No communication of the Association's affairs shall be made by any member in the media without the authority of the President. Members in breach of this rule are liable for expulsion or suspension in accordance with Article 8.

21.2 Members whose actions, whether personally or by publicity, in the opinion of the Executive Committee cause the name of the Association to be brought into disrepute, shall be liable to suspension or expulsion in accordance with Article 8.

22. NOTICES

Each member shall be obliged to keep the Secretary informed of that member's home address, or some other address at which communication may be addressed to him. All notices to members shall be posted by being affixed in a prominent position at the Association's premises or at the address of the Association, save that notices of General Meetings shall be sent out by e-mail or such other means determined by the Executive Committee to each member's address. The accidental omission to give notice of a meeting to, or the non receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

23. ALTERATION OF THE CONSTITUTION

The provisions of this constitution may be revoked, added to or altered by a resolution passed by two-thirds or more of the members present and entitled to vote at any General Meeting for which notice has been duly given specifying the intention to propose such revocation, addition or alteration, together with full particulars thereof.

24. DISSOLUTION

If the number of Ordinary members shall at any time fall below 12 and if a resolution is passed by a two-thirds or more of members entitled to vote at a General Meeting to dissolve the Association, the Executive Committee shall take immediate steps to convert into money all the property of the Association. The proceeds of such conversion shall be applied first in meeting all liabilities of the Association and any balance remaining shall be disposed of by the Executive Committee by dividing such balances equally between all Ordinary, Life, Student and Corporate members at the date that the resolution affecting such dissolution was passed, and thereafter the Association shall be dissolved.