

CONSTITUTION OF CLEMENTI TOWN SECONDARY SCHOOL ALUMNI

NAME

- 1 The Society shall be called the “Clementi Town Secondary School Alumni”, hereinafter referred to as the “Society”.

PLACE OF BUSINESS

- 2 Its place of business shall be at “Clementi Town Secondary School 10 Clementi Avenue 3 Singapore 0512” or such other address as may be subsequently decided upon by the Committee and approved by the Registrar of Societies.

OBJECTS

- 3 Its objects are:
- (a) To maintain contact between Clementi Town Secondary School (the “School”) and her former pupils and staff.
 - (b) To develop a true spirit of loyalty and love for the Alma Mater.
 - (c) To secure the co-operation and support of the Society in carrying out the aims and objects of the School.
 - (d) To render general assistance to its members.
 - (e) To instill a spirit of comradeship and identify amongst former students of the School.

MEMBERSHIP

- 4 Types of Membership
- (a) Honorary members
 - (i) The Management Committee may invite any of the teaching staff of the School who are not ex-pupils of the School to be Honorary members.
 - (ii) Honorary members shall be entitled to all the benefits and privileges of membership except that they shall not be qualified to be office-bearers or to vote at General Meetings of the Society.
 - (b) Ordinary members

Ordinary membership is open to all persons who are ex-pupils of the School. They shall be entitled to all benefits and privileges of the Society including the right to vote at General

Meetings. However, only those who are not currently full-time students attending any school or institutions of higher learning shall be eligible to hold office in the Management Committee.

(c) Life membership

Life membership is open to all persons who are ex-pupils of the School on payment of a lump sum of \$120/-. Life members shall enjoy the same benefits and privileges as that of an Ordinary member.

PATRON(S) AND ADVISER(S)

- 5 (a) The Committee may invite persons who had rendered distinguished services to the Society to be Patron(s).
- (b) The Principal of the School or a representative of the School shall be an Adviser to the Committee provided that he/she shall have no right to vote.
- (c) The President of the Committee in office for the preceding year if not re-elected shall be an Adviser to the Committee in office in the current year provided that he/she shall have no voting right to vote at the Committee Meetings.

ADMISSION OF MEMBERS

- 6 An intending member shall complete a prescribed application form for approval to membership by the Committee. Honorary members, Advisers and Patrons shall be by invitation of the Committee. Every approved member shall be given a copy of the Society's Constitution.'

SUBSCRIPTION

- 7 (a) There shall be no entrance fee.
- (b) The annual subscription for an Ordinary member shall be \$12/-. Retiree members shall have their subscription reduced by half. Any person who joins the Alumni during the course of the year shall pay a pro-rated subscription fee for that year equal to the number of full-calendar months following his date of joining at \$1/- per month.
- (c) Subscription for Life Membership shall be a one-time payment of \$120/-.
- (d) There shall be no subscription fee for Honorary members, Advisers and Patrons.

RESIGNATION AND REMOVAL OF MEMBERS

- 8 (a) Any member may resign from the Society by giving written notice to the Committee and thereupon shall cease to be a member.

(b) Any member whose subscription is in arrears for more than 9 months shall automatically forfeit voting rights for that year and will be liable to have his/her membership revoked by the Committee.

(c) The Committee may expel or censure any member for any breach of the Rules of the Society or for any misconduct which in the opinion of the Committee is injurious to the character, interests or reputations of the Society. Any member so censured or expelled may appeal against such censure or expulsion at a General Meeting.

(d) Approval for re-admission shall be at the discretion of the Committee.

MANAGEMENT

9 The Management of the Society shall be vested in a Committee elected annually at its Annual General Meeting consisting of :

(a) A President

(b) A Vice-President

(c) An Honorary Secretary

(d) An Honorary Assistant Secretary

(e) An Honorary Treasurer

(f) An Honorary Assistant Treasurer

(g) Four Ordinary Committee Members

10 Names for the above offices shall be proposed and seconded at the Annual General Meeting. Election shall follow on a simple majority vote of the members by a show of hands.

11 All members of the Committee may stand for re-election provided always no members shall be eligible to hold the offices of Honorary Treasurer and the Honorary Assistant Treasurer for more than two consecutive years.

12 A Committee meeting shall be held at least once in two months after 7 days' notice to Committee members. At least one half of the Committee members must be present for its proceedings to be valid.

13 The duty of the Committee is to organize and supervise the regular activities of the Society. The Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and always remains subordinate to the General Meetings.

POWERS OF THE COMMITTEE

- 14 (a) The Committee shall have full powers for the proper carrying out of the objects of the Society in accordance with this Constitution.
- (b) The Committee shall have the power to do the following:
- (i) To fill vacancies in the Committee when they arise.
 - (ii) To make, repeal or alter any regulations for the proper management of the Society in its various activities.
 - (iii) To appoint Sub-Committees as it may deem necessary or expedient.
 - (iv) To decide any matter not specifically provided for in this Constitution.

DUTIES OF OFFICE-BEARERS

- 15 (a) (i) The President, or in his/her absence, the Vice-President, shall preside at all General and Committee Meetings of the Society. He/she shall also represent the Society in its dealings with outside persons.
- (ii) Should the President or Vice-President be absent, the Meeting shall elect its own Chairman.
- (iii) In the event of a tie, the Chairman shall have a second or casting vote.
- (b) The Vice-President shall assist the President and deputise for him/her in his/her absence.
- (c) The Honorary Secretary with the assistance of the Honorary Assistant Secretary shall:
- (i) Keep a record of the proceedings of the Society and of the Committee Meetings.
 - (ii) Attend to all correspondence of the Society.
 - (iii) Issue notices and convene General and Committee Meetings.
 - (iv) Be in charge of all documents and papers, except financial, of the Society.
 - (v) Keep an up-to-date membership Register.
- (d) The Honorary Assistant Secretary shall deputise for the Honorary Secretary in the latter's absence.
- (e) The Honorary Treasurer with the assistance of the Honorary Assistant Treasurer shall disburse all monies on behalf of the Society and have the following duties and powers:

- (i) To collect annual and other authorized subscriptions.
- (ii) To keep record of receipts and expenditure and other vouchers.
- (iii) To deposit all monies received in a financial institution named by the Committee. All withdrawals of the deposits shall be signed by any two of the following signatories:
 - (a) the President
 - (b) the Honorary Treasurer
 - (c) the Honorary Secretary

Withdrawals pertaining to sums more than Four Thousand Singapore Dollars will require approval obtained in a General Meeting.

- (iv) To draw up statements of accounts as and when required by the Committee and to draw up annually an Income and Expenditure Account and Balance Sheet for audit and submission to the Annual General Meeting for approval.
- (f) The Honorary Assistant Treasurer shall deputise for the Honorary Treasurer in the latter's absence.
- (g) The Ordinary Committee members will attend and participate in all General and Committee meetings and assist in carrying out the decisions made at those meetings.

FINANCIAL YEAR

- 16 The financial year of the Society shall be from 1st January to 31st December.

SUPREME AUTHORITY AND GENERAL MEETINGS

- 17 (a) The supreme authority of the Society is vested in a General Meeting of the members presided by the President.
- (b) The Annual General Meeting shall be held not later than the month of April for the purpose of:
- (i) confirming the Minutes of the previous General Meeting.
 - (ii) receiving, and if approved, adopting the Annual Report and audited Accounts for the previous financial year.
 - (iii) electing the Management Committee.
 - (iv) electing two Honorary Auditors.

- (v) transacting any other business of which notice shall have been duly given.
- (c) An Extraordinary General Meeting of the Society shall be called:
 - (i) when deemed necessary by the Committee
 - (ii) upon written requisition signed by not less than 30 members.
- (d) At least Fourteen days' notice shall be given for any General Meeting and particulars of its agenda will be posted on the Society's notice board 4 days in advance of the Meeting.
- (e) Any member who wishes to place an item on the agenda of a General Meeting may do so provided he/she gives notice to the Honorary Secretary one week before the meeting is due to be held.

QUORUM FOR GENERAL MEETINGS

- 18 (a) At least one-quarter of the total voting membership of the Society, excluding Life members who have migrated and/or those who are known to be out of the Republic of Singapore for more than 2 years and those who have forfeited their voting rights under Rule 8(b) shall form the quorum at a General Meeting.
- (b) In the event where a quorum is not present at the commencement of a General Meeting, the Chairman of the Meeting shall be entitled to adjourn the Meeting for 15 minutes. If at the adjourned Meeting, no quorum is present, the Meeting shall proceed to its business as if a quorum is present, but the adjourned Meeting shall have no power to amend, alter or make additions to the Constitution or any of the Committee's existing regulations.

AMENDMENTS TO RULES

- 19 No alterations, amendments or additions/deletions to this Constitution shall be made except by a majority of two-thirds of all members present and voting at a General Meeting, and they shall not come into force without the prior sanction of the Registrar of Societies.

AUDIT

- 20 Two persons, not being members of the Committee, will be elected as Honorary Auditors at each Annual General Meeting and will hold office for one year only and may not be re-elected for a consecutive term. They will be required to audit each year's account and present a report upon them to the Annual General Meeting. They may be required by the President to audit the Society's accounts for any period within their tenure of office at any date and make a report to the Committee.

FUNDS

- 21 (a) Five hundred Singapore Dollars shall be kept ready by the Honorary Treasurer for petty expenses as may be incurred on behalf of the Society.

(b) All monies except the stated sum in Rule (a) collected by the Society shall be kept at such bank or banks as may be approved by the Committee.

(c) The Committee may authorize the expenditure of not more than Four Thousand Dollars every month for the purpose of the Society. Any expenditure over that sum shall require the approval of the General Meeting.

TRUSTEES

22 If the Society at any time acquire any immovable property, such property shall be vested in Trustees subject to a declaration of trust. Any trustee may at any time resign his/her trusteeship. If a trustee dies or becomes a lunatic or of unsound mind or moves permanently or is absent from the Republic of Singapore for a period of one year, he/she shall be deemed to have resigned his/her trusteeship. Vacancies in the trusteeship may be filled at a General Meeting, but the number shall not be greater than four or less than two. Notice of any proposal to remove a trustee from his/her trusteeship or to appoint a new trustee to fill a vacancy must be given by affixing in the premises of the Society a document containing such a proposal at least two weeks before the Meeting at which the proposal is to be discussed. The result of such Meeting shall then be notified to the Registrar of Societies. The address of immovable properties, names of trustees and any subsequent change must be notified to the Registrar of Societies.

PROHIBITIONS

23 (a) Gambling of any kind such as playing of paikow or mahjong, whether for stakes or not, are forbidden on the Society's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.

(b) The funds of the Society shall not be used to pay fines of members who have been convicted in Court nor shall they be used for donations, presents or any other purposes in connection with any political parties or trade unions or for any purposes which are not for the furtherance of the objects of the Society.

(c) The Society shall not engage in any Trade Union activity as defined in the Trade Unions act.

(d) The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its office-bearers, Committee or members unless with the prior written approval of the relevant authorities.

(e) The Society shall not indulge in any political activity or allow its premises to be used by political parties or any purpose incompatible with the objects of the Society.

(f) The Society shall not raise funds from the public for whatever purposes without the prior approval in writing of the Registrar of Societies and other relevant authorities.

(g) The Society 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 and services which adversely affect consumer interests.

STATEMENTS

24 Public statements including circulars, letters, press release, pamphlets et cetera must first have the approval of the Committee before their release.

DISSOLUTION

25 (a) The Society shall not be dissolved, except with the consent of not less than 3/5 of the members of the Society expressed either in person or by proxy at a General Meeting convened for the purpose.

(b) In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged and the remaining funds will be given to the Clementi Town Secondary School for the purposes to be specified by the members or donated to a charity/charities registered under the Charities Act.

(c) A certificate of dissolution will be given within 7 days of the dissolution to the Registrar of Societies.

INTERPRETATION

26 In the even of any question or matter arising out of any point which is not expressly provided for by the rules, the Committee shall have the power to use their own discretion. The decision of the Committee shall be final unless it is reversed at a General Meeting of members.

INDEMNITY

27 Every member of the Committee shall be entitled to be indemnified out of the assets of the Society against all losses and liabilities which he/she may sustain or incur in the course of his/her duties or otherwise in relation thereto, and no member of the Committee shall be liable for any loss, damage or misfortune which may happen to or incurred by the Society in the execution of his/her duties or in relation thereto.

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