



CONSTITUTION OF CHANGKAT CHANGI SECONDARY SCHOOL ALUMNI ASSOCIATION

NAME

1 This Society shall be known as the “Changkat Secondary School Alumni Association”, hereinafter referred to as the Association”.

PLACE OF BUSINESS

2 Its place of business shall be at “23 Simei Street 3, Singapore (529894)” or such other address as may subsequently be decided upon by the Executive Committee and 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 Its objects are:

- a) To develop a strong, active and meaningful Association for the benefits of all its members.
- b) To assist and support Changkat Changi Secondary (CCSS) in its activities.
- c) To give information, advice and assistance to new and potential members of the Association as well as to prospective students of CCSS.
- d) To support CCSS in the pursuit of its vision and mission.

MEMBERSHIP QUALIFICATION AND RIGHTS

4.1 There shall be three classes of membership.

- a) Ordinary Membership

Ordinary Membership shall be open to all past students of the school provided always those persons currently attending primary, secondary schools, centralized institutes or junior colleges shall not be admitted as members of the Association.

b) Associate Membership

Associate Membership shall be open to those who have actively supported CCSS in one way or another, and subject to the approval of the Executive Committee. Spouses of Ordinary Members shall be eligible to become Associate members.

c) Honorary Membership

Honorary Membership shall be by invitation only and invitations shall be extended by the Executive Committee of the Association to distinguished persons who have contributed significantly to the Association. This may include ex-teachers and ex-principals or current teachers and principal of CCSS.

4.2 All members shall be entitled to the privileges of the Association but only Ordinary members who are 21 years of age and above shall be eligible to vote and hold office in the Executive Committee.

APPLICATION FOR MEMBERSHIP

5.1 A person wishing to join the Association shall submit an application on a prescribed form to the Honorary Secretary, for consideration by the Executive Committee.

5.2 The Executive Committee will decide on the application for membership.

5.3 A copy of the Constitution shall be furnished to every approved member upon payment of the entrance fee and subscription (if levied).

ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

6.1 The Association may levy an entrance fee and a subscription fee on members of the Association.

6.2 The entrance fee and subscriptions are subjected to review by the General Meeting on the recommendation from the Executive Committee.

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

SUPREME AUTHORITY AND GENERAL MEETINGS

7.1 The supreme authority of the Association is vested in a General Meeting members presided over by the President.

7.2 An Annual General Meeting shall be held in July.

7.3 At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than 25% of the total voting membership or 30 voting members, whichever is the lesser, and may be called at anytime by order of the Executive Committee. The notice in writing shall be given to the Honorary 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.

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

7.5 At least two weeks' notice shall be given of an Annual General Meeting and at least ten days' notice of an Extraordinary General Meeting. Notice of meeting stating the date, time and place of meeting shall be sent by the Honorary Secretary to all voting members. The particulars of the agenda shall be posted on the Association's notice board four days in advance of the meeting.

7.6 Unless otherwise stated in this Constitution, voting by proxy shall not be allowed at all General Meetings.

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

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

7.8 Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice in writing to the Honorary Secretary one week before the meeting is due to be held.

7.9 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. Decisions of any meeting shall be taken by a simple majority of votes from the voting members present. Each voting member shall have one vote on every resolution. Proxies shall not be constituted as part of the quorum.

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

MANAGEMENT AND COMMITTEE

8.1 The administration of the Association shall be entrusted to an Executive Committee consisting of the following to be elected at each alternate Annual General Meeting:

A President

A Vice-President

A Honorary Secretary

An Assistant Honorary Secretary

A Honorary Treasurer
An Assistant Honorary Treasurer
6 Ordinary Committee Members

8.2 Names for the above offices shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the Ordinary members. All office-bearers, except the Honorary Treasurer and Assistant Honorary Treasurer may be re-elected to the same or related post for a consecutive term of office. The term of office of the Executive Committee is two years.

8.3 Election will be either by show of hands or, subject to the agreement of the majority of the voting members present, by a secret ballot. In the event of a tie, the Chairman of the meeting shall have a casting vote.

8.4 An Executive Committee Meeting shall be held at least once every three months after giving seven days' notice to the Executive Committee Members. The President, or in his absence, the Vice-President, may call an Executive Committee Meeting at any time by giving five days' notice. At least $\frac{1}{2}$ of the Executive Committee Members must be present for its proceedings to be valid.

8.5 Any member of the Executive Committee absenting himself from three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Executive Committee and a successor may be co-opted by the Executive Committee to serve in his stead until the next Annual General Meeting. Any changes in the Executive Committee shall be notified to the Registrar of Societies within two weeks of the change.

8.6 The duty of the Executive Committee is to organise and supervise the day-to-day activities of the Association. The Executive Committee may not act contrary to the expressed wishes of the General Meeting without prior reference or ratification to it and shall always remain subordinate to the General Meetings.

8.7 The Executive Committee has power to authorise the expenditure of a sum not exceeding \$2,000.00 at any one time from the Association's funds for the Association's purposes.

DUTIES OF OFFICE-BEARERS

9.1 The President shall chair all General and Executive Committee meetings. He shall also represent the Association in its dealings with outside persons or bodies unless otherwise designated by the Executive Committee or the General Meeting.

9.2 The Vice-President shall assist the President and deputise for him in his absence.

9.3 The Honorary Secretary shall keep all records, except financial, of the Association and shall be responsible for their correctness. He will keep minutes of all General and Executive Committee meetings. He shall maintain an up-to-date Register of Members at all times and assist the President in all correspondences.

9.4 The Assistant Hon Secretary shall assist the Honorary Secretary and deputise for him in his absence.

9.5 The Honorary 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 is authorised to expend up to \$500.00 at any one time for petty expenses on behalf of the Association. He will not keep more than \$500.00 in the form of cash and money in excess of this will be deposited in a bank to be named by the Executive Committee. Cheques and/or any financial instruments for withdrawal from the bank will be signed by the Honorary Treasurer and either the President or the Vice-President or the Honorary Secretary.

9.6 The Assistant Honorary Treasurer shall assist the Honorary Treasurer and deputise for him in his absence.

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

AUDIT AND FINANCIAL YEAR

10.1 Two voting members, not being members of the Executive Committee, shall be elected as Honorary Auditors at alternate General Meeting and will hold office for a term of two years only and shall not be re-elected for a consecutive term.

10.2 They:

- a) Will be required to audit each year's account and 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 to make a report to the Executive Committee.

10.3 The financial year shall be from 1st May to 30th April.

TRUSTEES

11.1 If the Association at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.

11.2 The trustees of the Association shall:

- a) Not be more than four and not less than two in number.
- b) Be elected by a General Meeting of members.
- c) Not effect any sale or mortgage of property without the prior approval of the General Meeting of members.

11.3 The office of the trustee shall be vacated:

- a) If the trustee dies or becomes a lunatic or of unsound mind.

- b) If he is absent from the Republic of Singapore for a period of more than one year.
- c) If he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.
- d) If he submits notice of resignation from his trusteeship.

11.4 Notice of any proposal to remove a trustee from his trusteeship or to appoint a new trustee to fill a vacancy must be given by posting it on the notice board in the Association's premises at least two weeks before the General Meeting at which the proposal is to be discussed. The result of such General Meeting shall then be notified to the Registrar of Societies.

11.5 The address of each immovable properties, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

VISITORS AND GUESTS

12 Visitors and guests may be admitted into the premises of the Association but they shall not be admitted into the privileges of the Association. All visitors and guests shall abide by the Association's rules and regulations.

PROHIBITIONS

13.1 Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250, 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.

13.2 The funds of the Association shall not be used to pay the fines of any members who have been convicted in a Court of Law.

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

13.4 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 to any goods or service which adversely affect consumer interests.

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

13.6 The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office-bearers, Executive Committee or members unless with the prior approval of the relevant authorities.

13.7 The Association shall not raise funds from the public for whatever purposes without the prior approval in writing of the Head, Licensing Division, Singapore Police Force and other relevant authorities.

REMOVAL FROM THE REGISTER OF MEMBERS

14.1 The Executive Committee shall have the power to remove from the Register of Members, the name of any member who, in the opinion of the Executive Committee, has been guilty of conduct unbecoming of a member or whose conduct is prejudicial to the interests and objects of the Association or whose degree has been revoked by the institution/university conferring the same.

14.2 Provided that such a member shall have the right, within 14 days of receiving the Executive Committee's notice of its decision, to request the Honorary Secretary to convene an Extraordinary General Meeting to appeal against the decision.

14.3 If thereat, a majority of not less than 2/3 of the Ordinary Members present consider that the conduct of the member concerned warrants expulsion, the member's name shall be deleted from the Register of Members.

AMENDMENTS TO CONSTITUTION

15 No amendment, alteration or addition/deletion to the Constitution shall be made except at a General Meeting and with the consent of two-thirds of the voting members present at the General Meeting, and they shall not come into force without the prior sanction of the Registrar of Societies.

INTERPRETATION

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

16.2 All references to the masculine gender shall include the female gender.

DISPUTES

17 In the event of any dispute arising amongst members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with this Constitution. Should the members fail to resolve the matter, they may bring the matter to a Court of Law for settlement.

DISSOLUTION

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

18.2 In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged, and the remaining funds shall be distributed to charities in Singapore as decided by the General Meeting.

18.3 A Certificate of the Dissolution shall be given within seven days of the dissolution to the Registrar of Societies.