

## CONSTITUTION OF SINGAPORE CHINESE GIRLS' SCHOOL ALUMNI

### NAME

1. The name of the association shall be the Singapore Chinese Girls' School Alumni hereinafter known as the "Alumni".

### PLACE OF BUSINESS

2. Its place of business shall be at the Singapore Chinese Girls' School, 190 Dunearn Road, Singapore 309437 or such other places decided by the Committee and approved by the Registrar of Societies. The Alumni shall carry out its activities only in places and premises, which have the prior written approval from the relevant authorities, where necessary.

### OBJECTS

3. The objects of the Alumni shall be:-
  - (i) To perpetuate the friendship formed at Singapore Chinese Girls' School (the "School").
  - (ii) To maintain contact between the School and her former pupils and staff.
  - (iii) To develop a true spirit of loyalty and love for the Alma Mater.
  - (iv) To secure the co-operation and active support of the Alumnae in carrying out the aims and objects of the school.
  - (v) To render general assistance to its members.

### MEMBERSHIP

4. Membership
  - (i) Life Members shall be confined to old girls of the School who are not currently attending primary, secondary schools, centralized institutes or junior colleges.
  - (ii)(a) Associate Members shall be confined to girls of the School who have attained their "O" Level qualifications or otherwise graduated from the School and are currently attending centralized institutes or junior colleges. Notwithstanding the foregoing, the membership committee of the Alumni as determined by the Management Committee currently elected shall have the discretion to approve applications which do not fall within the foregoing definition on a case by case basis. Associate members shall have no voting rights and are not eligible to hold offices.

- (ii)(b) An Associate Member may convert her membership to a Life Member if she is not attending primary, secondary schools, centralized institutes or junior colleges, and by paying the relevant membership fee.
- (iii) Honorary Members and advisors shall be confined to persons who have been and persons who are the current principal and members of the teaching staff of the School. They shall not have any vote, hold office or have any say in the management of the Alumni.
- (iv) Members shall adhere to a high standard of ethical conduct and at all times ensure that their actions embody the school values of Sincerity, Courage, Generosity and Service.
- (v) Any member, infringing any existing Rules and Bye-laws of the Alumni or whose conduct is deemed detrimental to the good name and welfare of the Alumni, may subject to the approval of the Committee, be requested to resign or be struck off the Register of the Alumni. The defaulted member may appeal to the general meeting of members whose decision is final.
- (vi) Members should not be, or appear to be, subject to influences, interests or relationships that conflict with the interests of the Alumni or the Alumni's ability to operate for the benefit of the SCGS community as a whole.

#### PATRONS

- 5. PATRONS shall be confined to members of Board of Management of the School. They shall not have any vote, hold office or have any say in the management of the Alumni nor shall they act in any advisory capacity.

#### APPLICATION FOR MEMBERSHIP

- 6. Intending Life Members shall sign application forms which shall be placed before the Committee for approval.

Admission to honorary membership shall be by invitation only.

#### SUBSCRIPTION

- 7. Any person, duly approved as a life member shall be required to pay a subscription of \$300/- forthwith upon approval or such amount as the Committee may from time to time determine. Upon payment, such person shall then be deemed to have acquired all the privileges of a member of the Alumni.

#### MANAGEMENT

8. The Management of the Alumni shall be vested in a Committee consisting of:-
- (i) The President
  - (ii) Two Vice-Presidents
  - (iii) The Honorary Secretary
  - (iv) The Honorary Treasurer
  - (v) The Deputy Honorary Treasurer
  - (vi) Not less than four (4) but not more than nine (9) Ordinary Committee Members all of whom shall be elected at the Annual General Meeting.
  - (vii) The tenure of office of the members of the Committee shall be one year. They shall be eligible for a re-election but no member shall hold the office of Honorary Treasurer or Deputy Honorary Treasurer for more than a maximum of two (2) consecutive years.

#### POWERS AND DUTIES OF THE COMMITTEE

9. Powers and Duties of the Committee

- (i) The Committee shall have the following powers:-
  - (a) To invite and approve application for membership;
  - (b) To appoint such Sub-Committee as it may think fit.
  - (c) To add, alter and/or amend any existing rules subject to the approval thereof at any General Meeting; and
  - (d) To frame bye-laws which shall be binding on all members.
- (ii) The funds of the Alumni shall be vested in and under the control of the Committee which shall receive subscriptions and donations into the funds and which shall have the power to pay and employ the same at such times and in such manner and for such purposes as it may consider desirable (including but not limited to transactions through electronic means) provided always that the Committee shall not pay or employ any sum exceeding 10% of the Members' Fund or \$10,000 whichever is the lesser, in any one transaction or in the aggregate in any series of related transactions without the approval of Members at a general meeting, except where the payment(s) is directly for the benefit of the School. The Committee's power to invest the funds of the Alumni shall be limited only to principal protected Singapore Dollar instruments (such as straight interest bearing deposits and Singapore Government and/or Statutory Board securities).

#### Duties of President and Vice-Presidents

10. (i) The President shall act as Chairman at all General and Committee Meetings of the Alumni. She shall also represent the Alumni in its

dealings with outside persons.

- (ii) The Vice-President shall deputise for the President in the latter's absence.
- (iii) Should the President and Vice-Presidents be absent, the Committee shall elect its own Chairman.
- (iv) In the event of a tie, the Chairman shall have a second and casting vote.

#### Duties of Honorary Secretary

- (v) The Honorary Secretary shall:-
  - (a) Issue notices for all meetings.
  - (b) Keep records of Membership.
  - (c) Keep a record of Minutes of Meetings of the Alumni and of the Committee Meetings.
  - (d) Keep records of correspondences and all documents relating to the affairs of the Alumni.

#### Duties of the Honorary Treasurer and Deputy Honorary Treasurer

- (vi) The Honorary Treasurer, as assisted by the Deputy Honorary Treasurer, shall:-
  - (a) Keep all funds, collect and disburse all monies on behalf of the Association.
  - (b) Keep an account of monetary transactions and be responsible for their correctness.
- (vii) Cheques, bills, promissory notes and such equivalent including any instructions to operate any of the Alumni's Accounts and/or investments (including but not limited to transactions through electronic means) shall always be signed by two signatories who shall for the time being be the President, Vice-Presidents, the Honorary Secretary, the Honorary Treasurer and/or the Deputy Honorary Treasurer, save that the Honorary Treasurer and the Deputy Honorary Treasurer may not be signatories together.

#### Duties of Committee

- (viii) The duty of the Committee is to organize and supervise the daily activities of the Alumni and to make decisions on matters affecting its running when the General Meeting is not sitting. It 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.

- (ix) Any member of the Committee absenting herself from three consecutive meetings of the Committee without reason shall cease to be a member thereof.
- (x) The Chairman of any Sub-Committee shall be responsible to the Committee in the management of the Sub-Committee and shall have the following powers, namely:-
  - (a) To keep records of all activities of her Sub-Committee and to report the activities of such at the Committee Meetings.
  - (b) To incur any expenditure that may be deemed necessary provided she first obtains the approval of the Management Committee.
- (xi) If the School or the Committee receives feedback or complaints regarding any Committee Member, investigations will be conducted by the President and Vice-Presidents. If the Committee Member is found to have infringed any existing Rules and Bye-laws of the Alumni or if her conduct is deemed detrimental to the good name and welfare of the Alumni, the Alumni President shall have the power to, in consultation with the Committee, Board of Directors and Principal of the School:
  - (a) Issue a warning to the Committee Member; or
  - (b) Remove the Committee Member from the Committee with immediate effect.

The member may appeal to the general meeting of members whose decision shall be final.

- (xii) In case any member of the Committee shall die, resign, be removed, or become unfit or incapable to act, or cease to be a member of the Committee pursuant to the provisions of the Article 10(ix), the Committee may at any time appoint a person to fill the vacancy until the next annual general meeting, unless the vacancy is previously filled at an extraordinary general meeting.

#### AUDIT

11. Two persons, not being member of the Committee, shall be elected as Honorary Auditors of the Alumni at each Annual General Meeting and shall hold office for a maximum of five years consecutively (a "Term") and may not be re-elected for a consecutive Term. They will be required to audit the accounts of the Alumni and present a report upon such accounts at each Annual General Meeting. They may be required by the President to audit the

accounts of the Alumni for any period within their tenure of office at any date and make a report to the Committee.

### MEETINGS

12. An Annual General Meeting shall be held once a year and shall be held not later than the 30<sup>th</sup> day of April each year for the purpose of:-
  - (i) Confirming the minutes of the previous Annual General Meeting.
  - (ii) Receiving and if approved, adopting the Annual Report and audited Statements of Accounts.
  - (iii) Electing the Management Committee.
  - (iv) Electing 2 Honorary Auditors.
  - (v) Transacting any other business of which notice shall be duly given.

### EXTRAORDINARY GENERAL MEETINGS

13. An Extraordinary General Meeting of the Alumni shall be convened:-
  - (i) When deemed necessary by the Committee.
  - (ii) Upon written requisition of at least ten voting members and such requisition must state in writing the business to be transacted thereat.

If the Committee does not within two months after the date of the receipt of the written request proceed to convene 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 Alumni's notice board.

### NOTICE OF MEETINGS

14. At least seven clear days' notice in writing shall be given before any meeting is held.

### COMMITTEE MEETINGS

15. There shall be at least one Committee meeting during each School Term.
16. The Principal or a member of the School staff shall be invited to be present at every meeting/discussion or gathering of the Alumni.

### QUORUM

17. (i) At least half (1/2) of the Committee Members shall form a Quorum at a Committee Meeting and at least twenty Life Members shall constitute a Quorum at an Extraordinary General or Annual General Meeting.
- (ii) Should the members present at a General Meeting be insufficient to form the required quorum the meeting shall be adjourned to the same day in the following week. Should the number present be insufficient to form the quorum, those present shall be considered to form a quorum but they shall have no power to alter, amend or make additions to any of the existing Rules.

#### VOTES

18. (i) Each Life member is entitled to one vote at any meeting, and, in the event of an equality of votes, the Chairman shall have the casting vote.
  - (ii) Members may vote by proxy on forms as prescribed by the Committee. The forms shall be deposited at the place of business of the Alumni not less than 48 hours before the commencement time of the meeting.
  - (iii) Associate Members shall not be entitled to any vote at any meeting.
19. The Alumni representative(s) sitting on the Board of Governors of the School shall put forward for the consideration of the Board any matters which the committee may from time to time require her/them to do so.

#### INTERPRETATION

20. In the event of any question or matter pertaining to day-to-day administration, which is not expressly provided for in these rules, the Committee shall have the power to use their own discretion.

#### STATEMENT

21. Public statements involving the Alumni which include circulars, letters, press release, pamphlets, etc., must first have the approval of the Committee before their release.

#### PROHIBITIONS

22. (i) 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 Alumni's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- (ii) The funds of the Alumni shall not be used to pay the 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 Alumni.

- (iii) The Alumni shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any trade union activity as defined in the Trade Unions Ordinance.
- (iv) The Alumni shall not hold any lottery, whether confined to its members or not, in the name of the Alumni or its officer-bearers, committee or members.
- (v) The Alumni shall not indulge in any political activity or allow its funds or premises to be used by political parties or trade unions or for any purpose incompatible with the objects of the Alumni.
- (vi) The Alumni shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director, Licensing Division, Singapore Police Force and other relevant authorities.

#### AMENDMENT TO CONSTITUTION

- 23. No alterations or additions to these rules shall be made except at a General Meeting, and they shall not come into force without prior written sanction of the Registrar of Societies.

#### DISSOLUTION

- 24. (i) The Alumni shall not be dissolved except with the consent of not less than three-fifths of the Life Members 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.
- (ii) In the event of the Alumni being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Alumni shall be fully discharged, and the remaining funds will be disposed of in such a manner as the members deem fit.
- (iii) A certificate of dissolution shall be given within seven days of the decision to the Registrar of Societies.

#### RESOLUTION

- 25. A resolution of the Committee Meeting, signed by all Committee Members in writing through circulation shall be deemed effective as though the same has been passed at a meeting convened under this Constitution. For the avoidance of doubt, an electronic signature by a Committee Member shall be valid and sufficient for the purposes of this provision.



## COMMUNICATIONS

26. Notices and communication to members of the Alumni (including notices of any meetings or extraordinary meetings, reports and statements) may be effected through electronic means, and such notices and communication shall be deemed to have been received within 24 hours of the same being despatched.

7 July 2020