

CONSTITUTION OF THE VETERANS SOCIETY

NAME

1.1 This Society shall be known as the “The Veterans Society”, hereinafter referred to as the “Society”.

GLOSSARY OF TERMS

1.2 The following terms shall be used throughout the document:

- a) Society - The Veterans Society
- b) EXCO – Executive Committee of The Veterans Society
- c) Full Member – an approved member of The Veterans Society who makes himself available for the AGM
- d) Associate Member – a member of The Veterans Society who cannot be available for the AGM
- e) AGM – Annual General Meeting

PLACE OF BUSINESS

2.1 Its place of business shall be at “26 Jalan Mat Jambol, Breezeways, Singapore 119507” or such other address as may subsequently be decided upon by the EXCO and approved by the Registrar of Societies. The Society shall carry out its activities only in places and premises agreed by the EXCO which have the prior written approval from the relevant authorities, where necessary.

OBJECTS

3.1 Its objects are:

- a) To be a social and networking society for Commonwealth, Allied, serving and retired, reserve or regular forces and police personnel;
- b) To meet like-minded individuals for networking and socialising in Singapore;

- c) To meet on a regular (monthly) basis for social activity and to welcome new members to the Society;
- d) To organise and meet at specific events throughout the year to commemorate notable dates i.e. Remembrance Sunday at Kranji Commonwealth War Graves Cemetery; and
- e) To collect money to cover the costs of managing the Society and make regular disbursements of surplus funds to worthy organisations as determined by the General Meeting of members at the recommendation of the EXCO.

3.2 In furtherance of the above objects, the Society may hold and organise events for the benefit of members that include the wider community.

MEMBERSHIP QUALIFICATION AND RIGHTS

4.1 Membership is open to all persons, both male and female for all Commonwealth serving, retired, reserve or regular Allied forces and Police Force personnel.

4.2 Persons who are below 18 years of age may only be accepted as members with the written consent of their parent or guardian.

4.3 There will be two types of membership:

- a) Associate Membership are for members who travel frequently and may not be able to attend an Annual General Meeting (AGM). Associate Members will be afforded all membership rights (i.e. can hold office) as a full membership except for voting privileges.
- b) Full Member shall have voting rights and be available and present for AGM to vote.

4.4 Every member of the Society will be a Full Member until otherwise stated as per Clause 4.5.

4.5 A Full Member must indicate prior to the AGM that he is available for voting at the AGM. This will ensure that members who are regular travellers do not impede the due process of the Society. Any member who indicates that he wishes to be a voting member but cannot be contacted either by telephone or email (using the given telephone and email address by the member) then that member's membership will be immediately transferred to Associate Membership for two months, or until such a time that the member makes contact and requests to be reinstated as a Full Member once more, or whichever is the longer. Any Full Member who cannot be available for the AGM will automatically be transferred to Associate Membership for a period of two months from the date before the AGM.

A record will be kept of all communication attempts to members. This will ensure that the AGM is able to proceed with the required number of members.

4.6 Only Full Members who are above 21 years of age shall have the right to vote and to hold office in the Society.

APPLICATION FOR MEMBERSHIP

5.1 A person wishing to join the Society should submit his required particulars to the Secretary on a prescribed form.

5.2 A new member must be proposed and seconded by existing members. His name will then be posted on one of the Society's social media platforms for one week at the end of which time the EXCO will decide on membership, taking into consideration any objection raised.

5.3 A copy of the Constitution shall be furnished to every approved member.

ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

6.1 Members are required to pay an annual fee of \$50.00 in the form of a membership discount card.

6.2 There shall be only one annual fee payable by members. The funds of the Society shall be derived from the annual fee and any free-will offerings and from payable activities throughout the calendar year.

6.3 Event fees are payable in advance to the Treasurer four (4) weeks prior to an event. If any member falls into arrears with his dues, he shall be informed immediately by the Treasurer. If he fails to settle his arrears within 2 (two) weeks of their becoming due, the President may order that his name be posted on the Society's social media notice boards and that he be denied the privileges of membership until he settles his account. If he fails to settle his arrears for more than three (3) months, he will automatically cease to be a member and the EXCO may take legal action against him provided that they are satisfied that he has received due notice of his debts.

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

6.5 The income and property of the Society whensoever derived shall be applied towards the promotion of the objects of the Society 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 Society or to any of them or to any person claiming through any of them.

SUPREME AUTHORITY AND GENERAL MEETINGS

7.1 The supreme authority of the Society is vested in a General Meeting of the members.

7.2 An AGM shall be held within three (3) months from the close of the financial year.

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 (Full Members) or thirty (30) voting members, whichever is the lesser, and may be called at anytime by order of the EXCO. The notice in writing shall be given to the Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within two (2) months from receiving this request to convene the Extraordinary General Meeting. Total voting membership shall be borne from all members held on register at the beginning of the month of the request for an Extraordinary General Meeting, who currently reside in Singapore and can be contactable within two attempts via telephone and email. All members wishing to be eligible to vote need to confirm within 72 hours of the notice being issued.

7.4 If the EXCO does not within two (2) 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 (10) days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Society's social media notice boards.

7.5 At least two (2) weeks' notice shall be given of an AGM and at least ten (10) days' notice of an Extraordinary General Meeting. Notice of meeting stating the date, time and place of meeting shall be sent by the Secretary to all voting members. The particulars of the agenda shall be posted on the Society's social media notice boards four (4) days in advance of the meeting.

7.6 Unless otherwise stated in this Constitution, voting by proxy is **NOT** allowed at all General Meetings.

7.7 The following points will be considered at the AGM:

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

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 one (1) week before the meeting is due to be held.

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

7.9 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 amend any part of the existing Constitution.

MANAGEMENT AND EXCO

8.1 The administration of the Society shall be entrusted to an EXCO consisting of the following to be elected at alternate Annual General Meeting:

A President

A Secretary

A Treasurer

Eight (8) Ordinary EXCO Members

Unless with the prior approval in writing of the Registrar or an Assistant Registrar of Societies, no employees and foreign diplomats of the British High Commission and any other foreign missions/embassies shall serve in the EXCO.

8.2 Names for the above offices shall be proposed and seconded at the AGM and election will follow on a simple majority vote of the members. All office-bearers may be re-elected to the same or related post for a consecutive term of office. The term of office of the EXCO is two (2) 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 EXCO Meeting shall be held at least once every calendar quarter after giving seven (7) days' notice to the EXCO. The President may call an EXCO Meeting at any time by giving five (5) days' notice. A minimum of 4 EXCO members must be present to form a quorum for its proceedings to be valid.

8.5 Any member of the EXCO absenting himself from three (3) meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the EXCO and a successor **may** be co-opted by the EXCO to serve until the next Annual General Meeting. Any changes in the EXCO shall be notified to the Registrar of Societies within two (2) weeks of the change.

8.6 The duty of the EXCO is to organise and supervise the daily activities of the Society. The EXCO may not act contrary to the expressed wishes of the General Meeting without prior reference to it and shall always remain subordinate to the General Meetings.

8.7 The EXCO has power to authorise the expenditure of a sum not exceeding \$10,000.00 (ten thousand Singapore dollars) per month from the Society's funds for the Society's purposes.

DUTIES OF OFFICE-BEARERS

9.1 The President shall represent the Society in its dealings with outside persons.

9.2 The Treasurer / Secretary shall assist the President and deputise for him in his absence.

9.3 The Secretary shall chair all General and EXCO meetings. He shall also keep all records, except financial, of the Society and shall be responsible for their correctness. He will keep minutes of all General and EXCO meetings. He shall maintain an up-to-date Register of Members at all times.

9.4 The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Society and shall keep an account of all monetary transactions and shall be responsible for their correctness. He is authorised to expend up to \$5,000.00 (five thousand Singapore dollars) per month for petty expenses on behalf of the Society. He will not keep more than \$10,000.00 (ten thousand Singapore dollars) in the form of cash and money in excess of this will be deposited in a bank to be named by the EXCO. Cheques, etc. for withdrawals from the bank will be signed by the Treasurer and either the President or the Secretary.

9.5 Ordinary EXCO members shall assist in the general administration of the duties assigned by the EXCO from time to time.

AUDIT AND FINANCIAL YEAR

10.1 Two (2) voting members, not being members of the EXCO, shall be elected as Honorary Auditors at alternate Annual General Meeting and will hold office for a term of two (2) years only and shall only be re-elected for a consecutive term with a unanimous vote of confidence. The accounts of the Society shall be audited by a firm of Public Accountants and Chartered Accountants if the gross income or expenditure of the Society exceeds \$500,000 in that financial year, in accordance with Section 4 of the Societies Regulations.

10.2 They:

- a) Will be required to audit each year's accounts and present a report upon them to the Annual General Meeting.
- b) 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 EXCO.

10.3 The financial year shall be from 1st August to 31st July.

TRUSTEES

11.1 If the Society 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 Society shall:

- a) Not be more than four (4) and not less than two (2) in number.
- b) Be appointed by the EXCO as and when required
- 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 (1) 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 Society's premises at least two (2) 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 property, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

VISITORS AND GUESTS

12.1 Visitors and guests may be admitted into the events of the Society but they shall not be admitted to the privileges of the Society nor shall they be admitted into the events more than six (6) times in a calendar year. These visits are to be confined to not more than once in fourteen (14) days.

12.2 A Visitors' Book, in the form of receipt of personal contact details including name, email address and telephone number of all visitors and guests shall be kept together with the names of the members vouching for them and the dates of their visits. No person shall be a visitor or guest till his name has been entered in this book.

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 Society'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 Society shall not be used to pay the fines of members who have been convicted in court of law.

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

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

13.6 The Society shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities, where necessary.

AMENDMENTS TO CONSTITUTION

14.1 The Society shall not amend its Constitution without the prior approval in writing of the Registrar of Societies. No alteration or addition/deletion to this Constitution shall be passed except at a general meeting and with the consent of two-thirds (2/3) of the voting members present at the General Meeting.

INTERPRETATION

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

DISPUTES

16.1 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 at their own personal expense.

DISSOLUTION

17.1 The Society shall not be dissolved, except with the consent of not less than three-fifths ($\frac{3}{5}$) of the total voting membership of the Society for the time being resident in Singapore expressed in person at a General Meeting convened for the purpose.

17.2 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 disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.

17.3 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.