

CONSTITUTION OF CHUNG SHAN ASSOCIATION (SINGAPORE)

CHAPTER 1 - NAME:

1 The name of the Association shall be:

"Chung Shan Association (Singapore)"

CHAPTER II - PLACE OF BUSINESS

2 The place of business of the Association shall be at:

"20B Keong Saik Road, Singapore 089127".

CHAPTER III - OBJECTS:

3. The Association participates in the following organisations and handles their property and business:-

Kwong Wai Siew Pek San Teng,
Loke Yah Teng Hok Tek Chi,

The Association's objects are also to help one another and to work for the welfare of the society and members.

CHAPTER IV - MEMBERSHIP QUALIFICATIONS

4 The Association's membership is divided into TWO classes of membership :-

- (A) Ordinary member
- (B) Associate member

4a The Association's ordinary membership is only open to Singapore Citizens who are natives of Chung Shan, Kwangtung, irrespective of sex and occupation, and who attained the age of 16 years old and willing to abide the Association's rule. Applicant is to fill in an application form. The number of members of the Association is unlimited.

4b The Association's Associate membership is only opened to Singapore Chinese citizens of chinese descent and who are not natives of Chung Shan, Kwangtung.

CHAPTER V - ADMISSION

5 Application for membership is to be proposed by one member who sign the application. \$20 entrance fee are payable. The duly completed application form shall be displayed at the hall for fifteen days and if it passes the investigations, raises no objection from members and is passed by a meeting of the Executive committee, a membership card and

a copy of the Association's Rules shall be issued to the applicant, whose membership then becomes valid.

CHAPTER VI - SUBSCRIPTIONS:

- 6 Every year every member is to pay a yearly subscription of \$12. No arrear is allowed. If a member fails to settle his arrear after having been notified of same, the President can give order to have the member's name and arrear published on the notice board. The Executive Committee can cancel the membership of any member who is in arrear for up to two years.
- 7 Unless a General Meeting of Members resolves otherwise, no change shall be made to the Association's fixed yearly subscription. If, owing to special events, special subscription is to be called for from members, same shall first have the approval of a Joint Meeting of the Executive Committee Members and Supervisory Committee Members. Subscriptions voluntarily given by members or office bearers are Excepted.

CHAPTER VII - RIGHTS AND OBLIGATIONS:

- 8 A member's rights and obligations are as under:
 - a. The rights to elect and to be elected office bearer of the Association.
 - b. The right to make suggestions for the development and improvement of the Association.
 - c. The right to get the benefits stipulated by Association.
 - d. The obligation to subscribe to the Association's fund.
 - e. The obligation to handle the Association's business when asked to do so.
 - f. The obligation to offer condolence and to attend funeral on the death of a fellow member.
- 8B An Associate Member will enjoy benefits of ordinary members except they have no voting rights and cannot be elected into office.

CHAPTER VIII - ELECTION AND ORGANISATION:

- 9 The General Meeting of Members shall be the Supreme authority in the Association. At the Meeting, the members shall elect, by disclosed ballot, 17 Executive Committee and Supervisory Committee Members and 9

Reserve Executive Committee and supervisory Committee members. Another 7 Executive Committee and Supervisory Committee Members are to be elected by a General Meeting Of Members. The thirty three members are to form an Executive Committee and a Supervisory Committee respectively to carry out and to manage the Association's business. The tenure of their office shall be two years/renewable by re-election with the exception of the President of Supervisory Committee, the Treasurer and the Assistant Treasurers who shall not be re-elected term after term to hold the same office. Executive Committee Members and Reserve Executive Committee Members cannot be Supervisory Committee Members and Reserve Supervisory Committee Members respectively and vice versa.

10 The Executive Committee Members and Supervisory Committee Members are to elect among themselves the following:

A. Executive Committee:

A President and two Vice-Presidents

A Secretary and two Assistants

A Treasurer and two assistants

A Public Relations Officer and two Assistants

An Investigation Officer and two Assistants

A General Affairs Officer and two Assistants

A Recreation Officer and two Assistants

A Ladies Affairs officer and two Assistants.

A Youth Leader and two Assistants

Eleven Executive Committee Members shall concurrently e assistants mentioned above.

Seven Reserve Executive Committee Members.

B. Supervisory Committee

One President

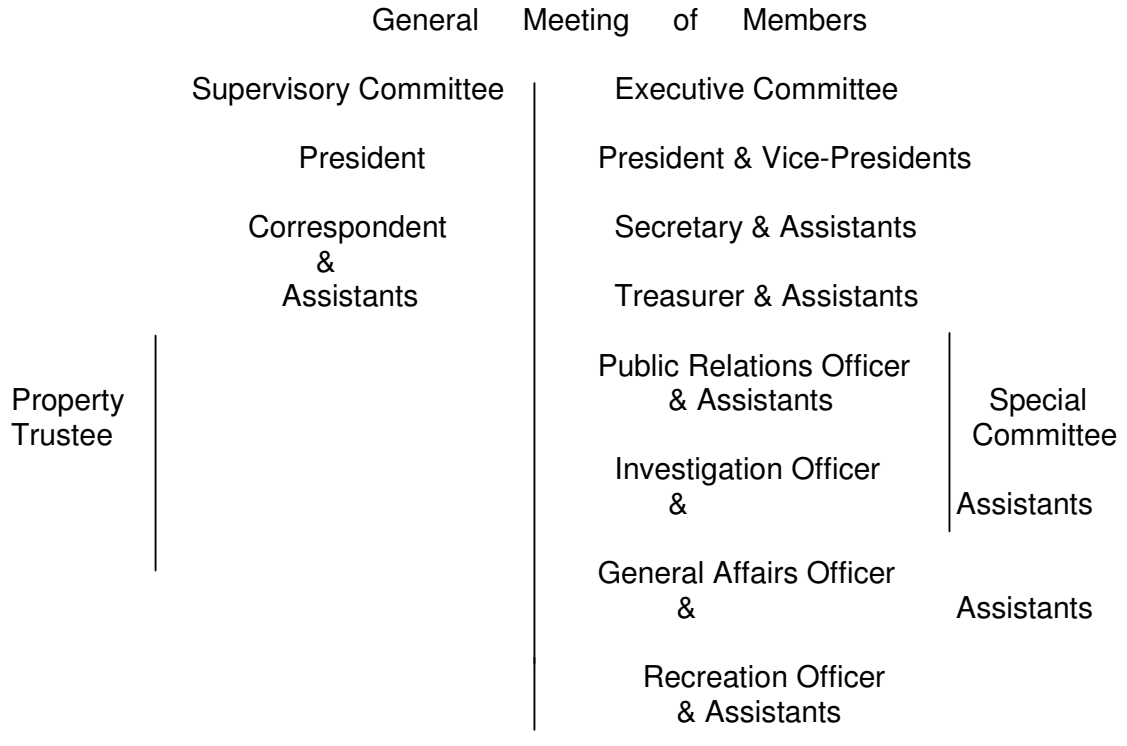
One Correspondent and one assistant

Three Supervisory Committee Members, one of whom shall

concurrently be the Correspondent's assistant.

Two Reserve Supervisory Committee Members.

The List of Organisation is as follows:



11. If an Executive Committee Member or a Supervisory Committee Member resigns, the following is to be complied with:
 - A. The resignation of an Executive Committee Member is to be approved by a Meeting of the Executive Committee and a Reserve Executive Committee Members elected by a General Meeting of Members shall be co-opted, according to order.
 - B. The resignation of a Supervisory Committee Member is to be approved by a Meeting of the Supervisory Committee and a Reserve Supervisory Committee Member elected by a General Meeting of Members shall be co-opted according to order.

CHAPTER IX - DUTIES & POWERS:

12. The duties and powers of the General Meeting of Members shall be as follows:
 - A. To amend rules.
 - B. To resolve on the Association's budget and accounts.

- C. To elect the Association's Executive Committee Members and Supervisory Committee Members and Reserve Committee Members.
 - D. To elect the Association's Auditors.
 - E. To elect the Association's Property Trustees.
 - F. To make decision on matters relative to the Association's development and improvement.
 - G. To receive business reports and financial reports from the Executive Committee and Supervisory Committee.
13. The duties and powers of the Executive Committee are as follows:
- A. To put into effect the resolutions of the General Meeting of Members.
 - B. To keep in custody and appropriate the Association's funds, and to approve expenditure of not over \$10,000 in any month.
 - C. To carry out the resolutions of the Supervisory Committee.
 - D. To be responsible for calling General Meeting of Members and for making preparations for the election of Executive Committee Members and Supervisory Committee Members for the next term.
 - E. To organise Special Committee, to elect Special Committee Members and to draw up various bye-laws.
 - F. To represent the Association externally, to elect representative to be responsible for external affairs and to sign a guarantee for the representative.
 - G. To manage all the Association's business internally.
14. The duties and powers of the President of Executive Committee are as follows:
- A. The President shall be the Chairman at the General Meeting of Members and Executive Committee Meeting. He shall also represent the Association in its dealings with outside persons.
 - B. To be responsible for holding Executive Committee Meeting and to put into effect its resolutions.
 - C. To manage the Association's expenses and to sign vouchers.

- D. To sign all internal and external papers except those belonging to the Secretariat.
- E. To conduct meetings and supervise the working of various sections internally.
- F. To employ and dismiss any paid employee of the Association.

VICE PRESIDENT:

The Vice-President shall deputise for the President in the latter's absence.

15. The duties and powers of the Executive Committee's various sections are as follows:

SECRETARY:

- A. To keep all documents except those belonging to the Treasury.
- B. To be responsible for recording the minutes of the General Meetings of Members and Executive Committee Meeting.
- C. To undertake to draw up various papers for the Association and to handle all other matters relative to the Secretariat.

TREASURER:

- A. To keep in custody the Association's fund, to collect money, to pay accounts and to make monthly report on accounts.
- B. The Treasurer's cash on hand shall not exceed \$1,000 Amount exceeding this sum shall be deposited in the appointed bank.
- C. To keep bank cheques, seal and bills and vouchers relatives to receipt and expenditure accounts.
- D. Any two of the following persons are authorized to draw, sign, endorse or make for or on behalf of the association all cheques, bills of exchange, orders to pay and any other instruments in respect of or in connection with the relevant accounts opened by the association with any bank or financial institution:
 - 1. President
 - 2. Vice-Presidents
 - 3. The Treasurer
- E. Expenditure of over \$1,000 shall first be approved by a Meeting of the Executive Committee, except the payment of property tax.

PUBLIC RELATIONS OFFICER:

- A. Externally, to handle all affairs in respects of promoting friendship and public relations.
- B. Internally, to promote the feelings among members.
- C. To give reception to visitors on behalf of the Association.

INVESTIGATION OFFICER:

- A. To check into the membership qualifications of newly admitted members.
- B. To investigate into matters relative to the Association.

GENERAL AFFAIRS OFFICER:

To handle the general affairs of the Association.

RECREATION OFFICER:

To be responsible for the Association's music, drama, moral education, intellectual education, and athlete.

LADIES AFFAIR OFFICER:

To handle all activities & to participate in social works etc.

YOUTH LEADER:

To organize activities for the members' children in order to promote culture, recognize of root and to provide source of future continuation of the Association.

VARIOUS ASSISTANTS:

They are to work under the direction of their respective heads.

- 16. The Special Committee is to specially handle the special business appointed by the Executive Committee.
- 17. The duties and powers of the Supervisory Committee are as follows:
 - A. To rectify any case of non-compliance of these rules and prohibitions, in accordance with the Association's rules.
 - B. To supervise the work of the Executive Committee and the various sections under it.

The duties and powers of the President of the Supervisory Committee are as follows:

- A. To call Supervisory Committee Meetings and to carry out the resolutions passed at such meetings.
- B. To handle routine affairs and documents relative to the Association.

The duties and powers of the Correspondent of the Supervisory Committee are as follows:

To draft letters, draw up papers and record minutes.

CHAPTER X - REPRESENTATIVE OF THE ASSOCIATION

18. If an Office Bearer is elected President, Manager, Treasurer or Auditor of any of the charitable organisations under the Kwong, Wai and Siew groups, the Association's Executive Committee has the power to issue a guarantee according to the rules of the relative charitable organisation to the effect that the said office bearer will honestly handle the public fund of the said charitable organisation. This guarantee applies only to office bearer formally elected by the Association and does not apply to person chosen by the charitable organisation direct.

CHAPTER XI - MEETINGS:

19. The Association shall have five kinds of meeting as under:
 1. General Meeting of Members.
 2. Executive Committee Meeting.
 3. Supervisory Committee Meeting.
 4. Executive and Supervisory Joint Committee Meeting.
 5. Special Committee Meeting.
20. The Association's General Meeting of Members shall be held in January every year but an Extra-ordinary General Meeting of Members can be held if:
 - A. The Executive Committee deems it necessary.
 - B. Up to ten members jointly requisition such a meeting in writing.

21. Two weeks before the holding of a General Meeting of Members notice together with an agenda is to be sent to all members.

In the case of an Extra-ordinary General Meeting of Members, four days notice together with an agenda is to be given. In addition, the agenda is to be written on a red paper and published on the Association's Notice Board.

22. The agenda of a General Meeting of Members shall include the following:

- A. Accounts of the previous year together with the Executive Committee's Report.
- B. Election of Executive Committee Members and Supervisory Committee Members of the next term.
- C. The adoption of budget for the coming year and other matters relative to the Association's development and improvement.

23. Any Member having anything to propose at the General Meeting of Members should submit same in writing to the President of the Executive Committee one week in advance for inclusion in the provisional agenda.

24. The quorum for a General Meeting of Members shall be at least one-twentieth (1/20) total membership of the Association, otherwise, the meeting shall be adjourned to the same day next week at the same address, but the time is to be fixed again. In the absence of a quorum at the adjourned meeting those present shall form a quorum but such a meeting shall have no right to make addition or alteration to the existing rules.

25. The Executive Committee shall be held once a month but extra meeting can be held if:

- A. This is considered necessary by the President.
- B. On the requisition of up to five Executive Committee Members.

26. The President shall be the ex-officio Chairman at an Executive Committee Meeting, for which three days notice is to be given. The quorum for such a meeting shall be the presence of at least one-third of the Committee Members. If an Executive Committee Member is absent, a Reserve Committee Member shall be chosen for co-option in accordance with order from the Reserve Committee Members attending the Meeting. Such a co-opted member shall have provisional right to resolve in addition to the right to speak.

27. The Supervisory Committee Meeting shall be held once a month but extra meeting can be held if:

- A. This is deemed necessary by the President of the Supervisory Committee.
 - B. On the requisition of up to two Supervisory Committee Members.
28. The President shall be the ex-officio Chairman at a meeting of the Supervisory Committee, for which three days' notice is to be given. The quorum for such a meeting shall be the presence of at least a majority of the members. If a Supervisory Committee Member is absent, a Reserve Supervisory Committee Member can be chosen for co-option in accordance with order from the Reserve Supervisory Committee Members attending the Meeting. Such a co-opted member shall have provisional right to resolve in addition to the right to speak.
29. An Executive and Supervisory Joint Committee Meeting can be held with the consent of both the Executive Committee and the Supervisory Committee.
30. Three days' notice is to be given to various Committee members by the Presidents of both the Executive Committee and the Supervisory Committee for the holding of an Executive and Supervisory Joint Committee Meeting. Such a meeting, however, is to be conducted according to Rules 25, 26, 27 and 28. The Presidents of both the Executive Committee and the Supervisor Committee shall preside at the meeting by rotation.

CHAPTER XII - PROPERTY TRUSTEES

- 31A No person other than a Singapore Citizen or a trust Company registered under the Trust Companies Act shall be appointed as a trustee of the Association.
- 31B Four Property Trustees who must be Singapore Citizen are to be elected by a General Meeting of Members to have custody of the Association's property.

They shall serve till reaching the age of 70 unless clause (iii) or (iv) below applies:

- (i) To manage the Association's immovable property in accordance with the resolution of a General Meeting of Members.
- (ii) Without the approval of a General Meeting of Members the Trustees cannot dispose of the Association's immovable property.
- (iii) Person suffering from mental disease or has been declared a bankrupt and not yet been discharged or has been deprived of his civic right cannot be a trustee.

(iv) If a Trustee dies or moves permanently from the State of Singapore for a period of over one year or resigns voluntarily or is not in a position to carry out his duties, his trusteeship shall be removed by a General Meeting of Members which shall elect a new one to fill the vacancy. Report is to be made to the Registrar of Societies to this effect for his approval.

- 32 The Association's property title deeds and all important documents shall be kept in the Association's bank safe by the President and two Vice-Presidents of the Executive Committee. When newly elected office bearers take over from their counterparts of the existing term, all the title deeds and important documents are to be handed over formally and put back into the iron safe each of the three different keys for which is to be kept by each of the President and two Vice-Presidents.

CHAPTER XIII - AUDIT :

- 33 Two persons, not members of the Committee, shall be elected Auditors at a General Meeting Of Members. The tenure of their office shall be two years, and is not subject to renewal.

The Auditors shall audit each year's accounts and present reports on same to the Annual General Meeting of Members and the Executive Committee Meeting. In addition, they may be required by the President of the Supervisory Committee to audit the Association's accounts for any period within their tenure of office at any date and to make a report to the Committee.

CHAPTER XIV - ANNIVERSARY CELEBRATION AND SACRIFICIAL RITES:

- 34 The Association was established on Wednesday, the 8th August 1838 and, therefore, its yearly anniversary day shall be on the 8th August, one month before which the Executive Committee shall send notice to members and put up a notice in the Association inviting members to attend this celebration.
- 35 There shall be a Spring sacrifice every year, during which sacrificial rites will be held at both the Association and the cemetery. One month before the sacrifice the Executive Committee shall send notice to all members and put up a notice in the Association inviting members to attend.

CHAPTER XV - USE OF THE ASSOCIATION'S PREMISES:

- 36 Without permission, the Association's premises cannot be lent out. Any legal body or member who wants to borrow the Association's premises should first write to the Association for approval.
- 37 A visitor's book shall be kept, in which shall be entered the name of all visitors and guests, together with the

signatures of the members nominating them and the dates of their visits. No person shall be a visitor or guest till his name has been entered in this book.

CHAPTER XVI - HONORARY PRESIDENT:

38. Any clansman, who is of good repute and is enthusiastic about public welfare, or who has made any special contribution or been meritorious to the Association may be elected Honorary President by the Executive Committee of the current term as a token of respect.

CHAPTER XVII - LIFE MEMBER:

39. A member who pays \$300 at a time can become a life member who can then be exempted from yearly subscription hereafter. The subscription fee for life member over the age of sixty is \$100.

CHAPTER XVIII - PROHIBITIONS:

40. The Association's Prohibitions are as follows:
 - A. Gambling of any kind such as the playing of PAIKOW or MAHJONG, whether for stakes or not, are forbidden on the society's premises. The introduction of materials for gambling or narcotic drugs and of bad characters into the premises is prohibited.
 - B. The funds of the Association shall not be used to pay the fines of members who have been convicted in Court.
 - C. The Association 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 Union Ordinance.
 - D. The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office bearers, Committee or members.
 - E. The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

CHAPTER XIX - DEPRIVATION OF MEMBERSHIP:

41. The Executive and Supervisory Joint Committee can cancel the membership of any member after satisfying itself that the member has committed breach of the Association's Rules, disrupted the Association's peace and order or injured the Association's reputation. Such a member or a member who voluntarily withdraws his membership in writing is not entitled to refund of the sub-

scriptions he has already paid.

CHAPTER XX - ELECTION RIGHTS:

42. A member shall have no rights to elect and to stand for election if he has not paid his yearly subscription before the 30th November every year.

CHAPTER XXI - AMENDMENT OF RULES:

43. No alteration or additions to these rules shall be made except at a General Meeting, and they shall not come into force without the prior sanction of the Registrar of Societies and The Controller of Residential Properties and any other relevant authorities in charge of the administration of the Residential Property Act.
44. In the event of any question or matter arising out of any point which is not expressly provided for in the rules, the Executive Committee shall have power to use its own discretion.

CHAPTER XXII - DISSOLUTION

45. The Association shall not be dissolved, except with the consent of not less than 3/5 of the members of the Association expressed, either in person or by proxy at a general meeting convened for the purpose, or by postal vote. 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 equally distributed to members. Notice of dissolution shall be given within 7 days of the dissolution to the Registrar of Societies.