

## **Constitution of**

### **The St. Nicholas Girls' School Alumnae Association**

#### **1. NAME**

This association shall be known as the "St. Nicholas Girls' School Alumnae Association" (hereinafter referred to as "**The Alumnae**").

#### **2. PLACE OF BUSINESS**

Its place of business shall be at the "Alma Mater" at St. Nicholas Girls' School, 501 Ang Mo Kio Street 13, Singapore 569405, or such other address as may subsequently be decided upon by the Executive Committee and approved by the Registrar of Societies. The Alumnae shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

#### **3. OBJECTS**

- i) To promote friendship, understanding and co-operation amongst the members.
- ii) To promote physical, cultural and general well-being of the members.
- iii) To provide opportunity for the exchange of ideas and views amongst the members.
- iv) To demonstrate loyalty and responsibility for future generations by supporting the Alma Mater.
- v) To provide the Alma Mater with a sense of history.
- vi) To act as mentors and role models to students in the Alma Mater.
- vii) To offer scholarship and bursaries to students and teachers.
- viii) To assist in every way possible the development of the Alma Mater.

#### **4. MEMBERSHIP**

There shall be four classes of membership:-

1. Ordinary Members (With effect from 1.1.2002, there shall be no admission of ordinary membership)
2. Life Members
3. Associate Members

#### 4. Honorary Members

The number of Life, Associate, and Honorary Members is not limited.

#### Ordinary Membership

Any person of or above the age of 16 years who has left the Alma Mater after having studied thereat for not less than two (2) years may apply to become an Ordinary Member of the Alumnae, PROVIDED ALWAYS that persons currently attending secondary schools, centralised institutes or junior colleges shall not be admitted as Ordinary Members of the Alumnae.

All new applications for Ordinary Membership shall be proposed and seconded by existing Ordinary Members and/or Life Members and shall be submitted to the membership committee in the application form as prescribed by the Executive Committee to be processed in the following manner:

1. To scrutinise the genuineness of the particulars submitted.
2. To ascertain the basic eligibility to membership.
3. To post the application on the notice board in the Alumnae's premises for a period of one (1) week for general information and comments.
4. To make recommendation to the Executive Committee for consideration.

Upon approval of the Executive Committee and upon payment of entrance fee and requisite subscription, the applicant shall become an Ordinary Member of the Alumnae.

#### Life Membership

The following person who has left the Alma Mater after having studied thereat for not less than two (2) years may apply to be a Life Member

1. any person above the age of 16 years but under the age of 21 years provided that she is not pursuing full time studies in a school or an institution below tertiary level, or
2. any person of or above 21 years.

The application shall be in the form as prescribed by the Executive Committee and shall be proposed and seconded by existing Ordinary Members and/or Life Members. The application shall be processed by the Membership Committee in the same manner as that for Ordinary Membership.

Upon approval of the Executive Committee or an authorised member of the Executive Committee and upon payment of the entrance fee and the requisite subscription, the applicant shall become a Life Member.

#### Associate Membership

Any person who has left the Alma Mater after having studied thereat for not less than two (2) years and is pursuing full time studies in a school or an institution below the tertiary level and is at least 16 years old but under 21 years old may apply to be an Associate Member.

The application shall be in the form as prescribed by the Executive Committee.

Upon approval of the Executive Committee or an authorised member of the Executive Committee and upon payment of the entrance fee and the requisite subscription, the applicant shall become an Associate Member.

The Associate Membership shall lapse in the event the Associate Member ceases to be in full-time studies or when she attains the age of 21 years, whichever is earlier.

An Associate Member shall have no voting rights or the right to hold office in the Alumnae. She can attend a General Meeting and can speak and be heard at the General Meeting.

#### Honorary Membership

Any person who has rendered distinguished services to the Alumnae or to the Alma Mater may be invited by the Executive Committee to be an Honorary Member of the Alumnae.

An Honorary Member shall not have any vote, hold office or have any say in the management of the Alumnae. An Honorary Member can attend a General Meeting and can speak and be heard at a General Meeting.

#### **4A. Patrons**

Any person who is formerly or is currently the principal or a member of the teaching staff of the Alma Mater may be invited by the Executive Committee to be a Patron of the Alumnae.

A Patron shall not have any vote, hold office or have any say in the management of the Alumnae. A Patron can attend a General Meeting and can speak and be heard at a General Meeting.

### **5 ENTRANCE FEES, SUBSCRIPTION AND OTHER DUES**

The Entrance Fee for Ordinary and Life Members shall be such amount as

may be recommended by the Executive Committee from time to time and approved by a General Meeting.

The Entrance Fee for Associate Members shall be such amount as may be recommended by the Executive Committee from time to time and approved by a General Meeting, and when such an Associate Member convert to be an Ordinary Member or a Life Member, an additional Entrance Fee amounting to the difference between the then prevailing Entrance Fee for Ordinary Member or Life Member (as the case may be) and that previously paid by her as Associate Member, is payable.

The Entrance Fee for any Associate Member may be waived by the Executive Committee.

The Entrance Fee is payable within two (2) weeks after the approval of membership by the Executive Committee and in default of which the membership may be cancelled by order of the Executive Committee.

The annual subscription of an Ordinary Member shall be such amount as may be recommended by the Executive Committee from time to time and approved by a General Meeting. The annual subscription shall be for a calendar year or any part thereof and shall be payable within the month of January of each calendar year provided that in the case of newly admitted Ordinary Member the annual subscription shall be payable within two (2) weeks after the approval of her membership by the Executive Committee and in default of which, her membership may be cancelled by order of the Executive Committee.

The Subscription of a Life Member shall be such amount as may be recommended by the Executive Committee from time to time and approved by a General Meeting, exclusive of the Entrance Fee. The subscription is payable within two (2) weeks after the approval of her membership by the Executive Committee. In default of such payment, her membership may be cancelled by order of the Executive Committee.

Any special subscription for particular purposes may only be raised from members with the consent of a General Meeting.

## **6. ARREARS IN SUBSCRIPTIONS AND OTHER DUES**

If an Ordinary Member falls into arrears with her subscription or other dues, she shall be notified by the Treasurer.

If she fails to settle her arrears within two (2) weeks after being thus notified, the President may order that her name be posted on the Alumnae's notice board and that she be denied the privileges of membership including the voting right until she settles her account. If she falls into arrears for more than three months, she will automatically cease to be a member.

## **7. GENERAL MEETING**

The supreme authority of the Alumnae is vested in a general meeting of members. The President or in her absence, the First Vice-President shall preside at the General Meeting. When both the President and the First Vice-President are absent or none of them is prepared to be the chairman, the Second Vice-President shall preside at the General Meeting. When the President, the First Vice-President and the Second Vice-President are absent or none of them is prepared to be the Chairman, the members present shall elect a member amongst themselves to chair the meeting. At least one quarter of the total membership of the Alumnae eligible to vote must be present in person at a general meeting to constitute the quorum.

An Annual General Meeting shall be held before June of each year. At other times a general meeting must be called by the President on the request in writing of not less than one-tenth of the members eligible to vote and may be called at any time by order of the Executive Committee.

At least two (2) weeks' notice shall be given of an Annual General Meeting and save as provided in Rule 15 of this Constitution, at least ten (10) days' notice of any other general meeting and particulars of its agenda will be posted on the Alumnae's website four (4) days in advance of the meeting.

The following matters will be dealt with at the Annual General Meeting.

- (a) To accept the Report of the Executive Committee.
- (b) To approve the accounts of the Alumnae for the preceding year.
- (c) To elect members to the Executive Committee for the following year.
- (d) To elect a President from amongst the members of the Executive Committee.
- (e) To transact other matters which may properly be transacted at a General Meeting.

Resolutions arising at the general meetings shall be decided by a simple majority of votes.

The quorum for any General Meeting shall be  $\frac{1}{4}$  of the total membership eligible to vote or thirty (30) voting members, whichever is the lesser. Proxies shall not be constituted as part of the quorum. In the event of there being no quorum, the meeting shall be adjourned and reconvened at a time not less than 15 minutes after the adjournment 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.

Every Ordinary & Life Member shall have one vote and in case of a tie, the Chairman of the meeting shall have a casting vote.

The Ordinary or Life Member may vote in person or by proxy.

The Instrument appointing a proxy shall be in the following form:

I, \_\_\_\_\_ (Name & Membership # ) of  
\_\_\_\_\_ being an Ordinary/Life Member, hereby  
appoint \_\_\_\_\_ ( NRIC #: last 4 characters: \_\_\_\_\_ )  
of \_\_\_\_\_ as my proxy to vote for me at the  
Annual/Extra Ordinary General Meeting of the Alumnae to be held  
on the \_\_\_\_\_ day of \_\_\_\_\_ (mm/yy) and at any adjournment thereof.

Signed this \_\_\_\_\_ day of \_\_\_\_\_(mm/yy)

This form is to be used in favour of/against the resolution (strike out  
whatever is not desired. Unless otherwise instructed, the proxy may  
vote as she thinks fit.)

The instrument appointing a proxy shall be:

1. deposited at the place of business of the Alumnae addressed to the Alumnae on the front cover of the envelope; or
2. sent by a member from her electronic mail address as appearing in the register of members to the electronic mail address of the Alumnae as notified in a notice of the General Meeting; and/or
3. provided for the member to appoint the chairman of the meeting as the member's proxy to vote at the meeting by depositing with the registered society an instrument of appointment by such other electronic means as the registered society considers appropriate.

A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death or unsoundness of mind of the principal or revocation of the instrument, if no intimation in writing of such death, unsoundness of mind or revocation as aforesaid has been received by the Alumnae at its place of business before the commencement of the meeting or adjourned meeting at which the instrument is used.

Election of Executive Committee Members and the President shall be held by way of poll. When the Chairman of the meeting or not less than one-tenth of the Ordinary & Life Members present demand for a poll on any matter, the voting thereon shall be taken by way of poll. Save as aforesaid, voting shall be by hand.

## **8. EXECUTIVE COMMITTEE**

All Executive Committee Members consisting of the following shall be elected at alternate Annual General Meeting:-

1. President
2. First Vice-President
3. Second Vice-President
4. Secretary
5. Assistant Secretary
6. Treasurer
7. Assistant Treasurer
8. Ordinary Committee Members (Not more than 15)

The term of office of the Executive Committee shall be two (2) years.

The Executive Committee shall have power to appoint Sub-Committee with such duties and powers which have been vested in the Executive Committee as it may think fit for the achievement of the objects of the Alumnae.

Names for the above offices shall be proposed and seconded at the Annual General Meeting, if applicable and election will follow on a simple majority vote of the members. All officers except the Treasurer may be re-elected. The pro tem Committee shall automatically become the first Executive Committee after the First General Meeting.

The Executive Committee may co-opt any Ordinary or Life Member of the Alumnae to fill a vacancy in the Executive Committee. Any person so co-opted shall serve until the next General Meeting.

A Committee Meeting shall be held at least once quarterly after seven (7) days' notice of the Committee Meeting has been given to the Executive Committee Members. The President may call a committee meeting at any time by giving seven (7) days' notice. At least one quarter of the Executive Committee members must be present for its proceedings to be valid.

The duty of the Executive Committee is to organise and supervise the daily activities of the Alumnae 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 it shall always remain sub-ordinate to the general meeting.

The Executive Committee has power to authorise the expenditure of a sum not exceeding \$200,000 per annum from the Alumnae's funds for the Alumnae's purposes, save that the Executive Committee shall not incur any expenditure exceeding \$100,000 on any one project without the consent of the members in a General Meeting.

Resolutions arising at the Committee Meetings shall be decided by a simple majority of votes and in case of a tie, the chairman of the meeting shall have a casting vote.

The President or in her absence, the First Vice-President shall be the chairman of the Committee Meetings. When both the President and the First Vice-President are absent or none of them is prepared to be the chairman, the Second Vice-President shall preside at the Committee Meeting. When the President, the First Vice-President and the Second Vice-President are absent or none of them is prepared to be the Chairman, the members of the Executive Committee who attend the meeting shall elect an officer amongst themselves to chair the meeting.

## **9. OFFICE BEARERS**

The duties of the office-bearers are as follows:

1. The President shall act as chairman at all General and Committee Meetings. She shall also represent the Alumnae in its dealings with outside persons.
2. The First Vice-President shall deputise for the President in the latter's absence.
3. The Second Vice-President shall deputise for the President in the absence of both the President and the First Vice-President.
4. The Secretary shall keep all records, except financial, of the Alumnae and shall be responsible for their correctness.
5. The Assistant Secretary shall assist the Secretary.
6. The Treasurer, and the Assistant Treasurer in the absence of the Treasurer, shall keep all funds and collect and disburse all moneys on behalf of the Alumnae and shall keep an account of all monetary transactions and shall be responsible for their correctness. She is authorised to expend up to \$200 per month for petty expenses on behalf of the Alumnae. She will not keep more than \$200 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, etc for withdrawals from the bank will be signed by the President, First Vice-President, Second Vice-President or Secretary in addition to the Treasurer.
7. Any member of the Executive Committee absenting herself 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 until the next annual general meeting. Any changes in the Executive Committee shall be notified to the Registrar of Societies within two (2) weeks of the change.

## **10. PUBLIC STATEMENTS**

Public statements, including circulars, letters, press release, pamphlets etc. must first have the approval of the Executive Committee before their release.

## **11. AUDIT**

Two persons not members of the Executive Committee will be elected as Honorary Auditors at alternate Annual General Meeting or with the approval of the members at the alternate Annual General Meeting, be appointed by the Executive Committee.

Honorary Auditors will hold office for two (2) years. Honorary Auditors may be re-elected but their tenure shall not exceed four (4) years.

They will be required to audit each year's accounts and present a report prepared by them to the Annual General Meeting. They may be required by the President to audit the Alumnae's accounts for any period within their tenure of office at any date and make a report to the Executive Committee.

The financial year shall be from 1st January to 31st December.

## **12. TRUSTEES**

The Trustees of the Alumnae shall be appointed at a General Meeting. If the Alumnae 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 the trusteeship in accordance with the terms of the declaration of trust. If a trustee dies or becomes a lunatic or of unsound mind or moves permanently or is absent from Singapore for a period of one (1) year or more, she shall be deemed to have resigned the trusteeship. If a trustee is guilty of misconduct of such kind as to render it undesirable that she continues as a trustee, a General Meeting may remove her as a trustee. Vacancies in the trusteeship may be filled at a General Meeting. But the number shall not be greater than five or less than two. Notice of any proposal to remove a trustee from the trusteeship or to appoint a new trustee to fill a vacancy must be given by affixing in the premises of the Alumnae a document containing such proposal at least two (2) 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.

### **13. VISITORS AND GUESTS**

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

### **14. PROHIBITIONS**

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 Alumnae's premises. The introduction of materials for gambling or drug taking and persons of bad characters into the premises is prohibited.

The funds of the Alumnae 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 Alumnae.

The Alumnae 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.

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

The Alumnae shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes or by trade unions or for any purpose incompatible with the objects of the Alumnae.

The Alumnae 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.

### **15. AMENDMENT TO CONSTITUTION**

No alteration or addition/deletion to the provisions of this Constitution shall be made unless it is so approved by a simple majority of the voting members present at the General Meeting. At least two (2) weeks' notice of the proposed amendments must be given on the Alumnae's website or otherwise by the Secretary or the Assistant Secretary to all members. Any proposed amendments shall not come into force without prior approval of the Registrar of Societies.

### **16. INTERPRETATION**

If any question of interpretation of the provisions of this Constitution shall arise, the decision of the Executive Committee shall be final.

## **17. DISSOLUTION**

The Alumnae shall not be dissolved, except with the consent of not less than 3/5th of the Ordinary & Life members of the Alumnae expressed in person at the Annual General Meeting or a general meeting especially convened for that purpose.

In the event of the Alumnae being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Alumnae shall be fully discharged, and the remaining funds will be contributed to the Alma Mater.

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

## **18. MISCELLANEOUS**

Any notice or communication may be sent by posts, by hand, or by electronic mail to any member at the last known address or electronic mail address as appearing in the register of members, or by posting on the Alumnae's website or such other means as the Executive Committee may decide from time to time.

Where any notice is sent by post, service of such notice shall be deemed to have been received by such member the day following that on which the same was posted. Where notice is posted on the Alumnae's website or via electronic mail to the members or via such other means as the Executive Committee may decide, such notice shall be deemed to have been received by the members on the day of first posting or electronic mail or if via such other means as the Executive Committee decide, on the date of such sending.

All members shall keep the Secretary informed of their address and/or electronic mail address and of all changes therein posted.

## **19. PERSONAL DATA**

Subject to any written law or regulation, a member is deemed to have consented to the collection, use and disclosure of her personal data (whether such personal data is provided by that member or is collected through a third party) by the Alumnae (or its agents or service providers) from time to time for any of the following purposes:

1. internal analysis and/or market research by the Alumnae (or its agents or service providers);

2. public statements, including circulars, letters, press release, pamphlets etc. by the Alumnae (or its agents or service providers);
3. implementation and administration of any service provided by the Alumnae (or its agents or service providers) to its members to receive notices of meetings and other member communications and/or for proxy appointment, whether by electronic means or otherwise;
4. processing, administration and analysis by the Alumnae (or its agents or service providers) of proxies and representatives appointed for any general meeting (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to any general meeting (including any adjournment thereof);
5. implementation and administration of, and compliance with, any provision of this Constitution;
6. compliance with any applicable laws, regulations and/or guidelines; and
7. purposes which are reasonably related to any of the above purpose.

Any member who appoints a proxy and/or representative for any general meeting and/or any adjournment thereof is deemed to have warranted that where such member discloses the personal data of such proxy and/or representative to the Alumnae (or its agents or service providers), that member has obtained the prior consent of such proxy and/or representative for the collection, use and disclosure by the Alumnae (or its agents or service providers) of the personal data of such proxy and/or representative for the relevant purpose(s) specified in this Rule 19, where applicable.

## **20. EXPULSION**

Any member who wilfully contravenes any of the Rules of the Alumnae or who acts in a manner prejudicial to the interest of the Alumnae or who has been convicted by a Court of Law for a criminal offence, may subject herself to disciplinary action of the Alumnae in the following manner:

1. The Executive Committee shall appoint a Disciplinary Committee consisting of three members selected from amongst the Ordinary & Life Members of the Alumnae.
2. The Disciplinary Committee shall investigate into the complaints and make a report to the Executive Committee.
3. The Executive Committee shall act on the report of the Disciplinary Committee and impose one of the following punishments on the member if she is found at fault:

- Warning.
- Suspension of membership for a period of not more than one year.
- Expulsion.

