

CONSTITUTION OF THE GUANGYANG SCHOOL ALUMNI

1. NAME

This Alumni shall be known as the “GuangYang School Alumni” (hereinafter referred to as “the Alumni”).

2. PLACE OF BUSINESS

The Alumni’s place of business shall be at “8 Bishan Street 12, Singapore 579807” or such other address as may subsequently be decided upon by the Management 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.

3. OBJECTS

The objectives of the Alumni are:

- a. To foster closer relationship and interaction among former pupils and staff of the Kong Yiong High School, Guangyang Secondary School, Kong Yiong School, Guangyang Primary School and Braddell-Westlake Secondary School through social and recreation activities.
- b. To promote a true spirit of loyalty and love for the alma mater so as to support the school’s academic and extracurricular activities.
- c. To initiate and support, by pecuniary or other means, any project or cause which the Alumni deems deserving for its members or the School.
- d. To develop a *Guang Yang* identity and promote fellowship amongst former pupils of the schools.

4. MEMBERSHIP

a. Membership of the Alumni shall consist of:

- (1) Ordinary Members.
- (2) Associate Members.
- (3) Honorary Members.

- b. Ordinary Membership is opened to former pupils of the Schools except those who are studying in secondary schools, centralised institutes and junior colleges. They shall have the right to vote and hold office.
- c. Teaching/Administrative staff (past and present) of the Schools may be admitted as Associate Member who shall have **NO** voting rights.
- d. On the recommendation of the Management Committee, the Alumni may invite any person, who has rendered invaluable and distinguished services to the Alumni or the Schools, as Honorary Members, Honorary Advisor or Honorary President who shall not hold office and have **NO** voting rights.

5. ADMISSION OF MEMBERS

- a. Application for Ordinary or Associate Membership shall be made on the prescribed forms.
- b. Applications shall be sent to the Honorary Secretary. Such applications shall be considered by the Management Committee and its decision on the application shall be final. A copy of the Constitution of the Alumni shall be provided to every approved applicant upon payment of the entrance fee.

6. ENTRANCE FEES AND OTHER DUES

- a. Every Ordinary and Associate Member shall pay an entrance fee of \$30.00, within two weeks of election to membership, in default of which, membership may be cancelled by order of the Management Committee.
- b. For retiree members, the entrance fee is waived.

7. FUNDS

- a. The Alumni may open and maintain accounts at such bank or banks as may be approved by the Management Committee and all monies received by the Alumni, subject to such funds as may be retained for petty expenses, shall be deposited therein.
- b. *Withdrawals shall be authorised by the President, a Vice-President and the Honorary Secretary or Honorary Treasurer.*
- c. The Management Committee has power to authorise the expenditure of a sum not exceeding \$ 5,000/- per month from the Alumni's funds for the Alumni's purposes.
- d. The funds of the Alumni shall not be used for purposes other than for the furtherance of the objects of the Alumni.
- e. Activities organised by the Alumni will be funded collectively by participating members.
- f. Any additional funds required for special purposes may only be raised from members with the consent of the General Meeting of members.

8. RESIGNATION AND EXPULSION

- a. Any member wishing to resign from the Alumni shall give written notice of such intention to the Honorary Secretary.
- b. The Management Committee may censure or expel any member for the breach of the Constitution of the Alumni or for any misbehaviour, which in the opinion of the Management Committee is injurious to the character, interests, or reputation of the Alumni. Any member so censured or expelled may appeal against such censure or expulsion at the next General Meeting.
- c. Any members who have acted in a manner contrary to the interests and welfare of the Alumni or have been convicted of any offence in Singapore and sentenced to imprisonment for more than six months shall, subject to the approval of the Management Committee, be deprived of his membership.

9. SUPREME AUTHORITY AND GENERAL MEETINGS

- a. The supreme authority of the Alumni is vested in a General Meeting of the members presided over by the President.
- b. An Annual General Meeting (AGM) shall be held immediately after the closure of the financial year and shall not be later than April.

At other times, an Extraordinary General Meeting must be called by the President on the request in writing of fifty or half of the total voting members whichever is lesser and may be called at any time by order of the Management Committee.

The notice in writing shall be given by the Honorary Secretary setting forth for the business that is to be transacted.

The Extraordinary General Meeting shall be convened within 2 months from receiving requests to convene the Extraordinary General Meeting. If the President does not within 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 2 weeks notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Alumni's notice board.

- c. At least two weeks' notice will be given for an Annual General Meeting or an Extraordinary General Meeting. The agenda for such meetings shall be posted on the Alumni's notice board four days in advance of the meeting.
- d. The following points will be considered at the Annual General Meeting:
 - (1) The previous financial year's account and annual report of the Management Committee.
 - (2) Where applicable, the election of office-bearers and Honorary Auditors for the following term.
- e. Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice to the Honorary Secretary one week before the meeting is due to be held.
- f. At least **fifty (50)** or **one-quarter** whichever is the lesser of the total voting membership of the Alumni present at a General Meeting shall form a quorum. In the event of there being no quorum at the appointed time 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 the Constitution.

10. MANAGEMENT COMMITTEE

- a. The administration of the Alumni shall be entrusted to the Management Committee consisting of the following members who shall be elected at each alternate Annual General Meeting:
 - (1) A President.
 - (2) Three Vice- Presidents.
 - (3) An Honorary Secretary.
 - (4) Two Assistant Honorary Secretaries.
 - (5) An Honorary Treasurer.
 - (6) An Assistant Honorary Treasurer.
 - (7) Six Ordinary Management Committee Members.

The Management Committee may co-opt members of the Management Committee to serve on the subcommittees of the Alumni as officers managing the various affairs of the Alumni.

- b. The Management Committee shall meet at least two times a year after giving seven days' notice to Management Committee Members. The President may call a Management Committee Meeting at any time by giving seven days' notice. At least one half (1/2) of the Management Committee Members must be present for its proceedings to be valid.
- c. Any member of the Management Committee absenting himself from three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Management Committee and a successor may be co-opted by the Committee to serve until the next Annual General Meeting.

11. ELECTION OF THE OFFICE-BEARERS

- a. All office-bearers shall be proposed and seconded by existing members at each alternate Annual General Meeting and election will follow on a simple majority vote of the members.
- b. Sub-Committees may be appointed by the Management Committee for specific projects. All Sub-Committees shall report to the Management Committee.

12. TENURE OF OFFICE

- a. All Management Committee Members shall hold office for two years until the next election. They can be re-elected to the same or related posts for a consecutive term of office, except for the Honorary Treasurer and the Assistant Honorary Treasurer.
- b. Any change in the Management Committee shall be notified to the Registrar of Societies within two weeks of the change.

13. POWERS AND DUTIES OF THE MANAGEMENT COMMITTEE

- a. The Management Committee executes the decisions of the General Meeting.
- b. It organises and supervises the daily activities of the Alumni. It will not act contrary to the expressed wishes of the General Meeting without prior reference to it and always remains subordinate to the General Meetings.
- c. It formulates and implements plans for the achievement of the objects of the Alumni.
- d. It appoints Sub-Committees at such time and for such purposes as it deems necessary.
- e. It is responsible for the discipline of office-bearers and is empowered, after proper investigation, to dismiss any office-bearer who is guilty of conduct prejudicial to the interests of the Alumni, and to fill the vacancy thus arising or enlarge its ranks by co-options.
- f. It approves all applications for membership.
- g. It can deny any member of the privilege of membership pursuant to Rule 8 (c).
- h. Public statements including circulars, letters, press release, pamphlets, etc must first have the approval of the Management Committee before their release.

14. DUTIES OF THE OFFICE-BEARERS

a. Duties of the President.

- (1) He will be responsible to members for the organisation, supervision and the efficient administration of the Alumni.
- (2) He shall be the Chairman at all General Meetings and all Management Committee Meetings. He shall appoint one of *three* Vice-Presidents to preside at such meetings in his absence.
- (3) He will be responsible for dealing with all correspondence concerning the Alumni and may delegate part of this duty to the Honorary Secretary.
- (4) He may appoint any Management Committee Member to chair a Subcommittee Meeting or to perform any function related to the Alumni.
- (5) He will be responsible for the general conduct and discipline of the members of the Alumni and will take steps to correct any irregularity.
- (6) He shall represent Alumni in its dealings with outside persons.

b. Duties of the Vice-Presidents.

- (1) They will assist the President in all duties pertaining to his office.
- (2) One of them shall be appointed by the President to take over the duties of the President in the latter's absence.

c. Duties of the Honorary Secretary.

- (1) He will attend to any correspondences pertaining to the Alumni, as assigned by the President.
- (2) He will record the minutes of all General and Management Committee Meetings.
- (3) He will maintain an up-to-date Register of members at all times.
- (4) Inform all new members of their admission and furnish them with a copy each of the Constitution of the Alumni.
- (5) He will keep and maintain in good order all the books, files and documents of the Alumni.
- (6) He will issue notices to convene both General and Management Committee Meetings.
- (7) He will prepare the Annual Report for approval by the Management Committee for presentation to the Annual General Meeting and, after such approval, dispatch it to all members of the Alumni.

d. Duties of the Assistant Honorary Secretary.

- (1) He will assist the Honorary Secretary in the execution of his duties.
- (2) He will assist to keep and maintain in good order the relevant record books, files and documents as detailed by the President/Secretary.
- (3) He will resume the duties of the Secretary in the latter's absence.

e. Duties of the Honorary Treasurer.

- (1) He shall keep all funds, collect and disburse all monies on behalf of the Alumni and shall maintain proper accounts of all monetary transactions and be responsible for their correctness.
- (2) He may withdraw the Alumni's funds from the bank with cheques signed by both the President or by a Vice-President and himself or the *Honorary Secretary*.
- (3) He will verify all bills with the appropriate Management Committee Members who authorised expenditure, before making payment.
- (4) He will issue receipts for all payments made to the Alumni.
- (5) He is authorised to spend up to \$800.00 per month for petty expenses on behalf of the Alumni. He will not keep more than \$1,000.00 as petty cash. Any amount of money in excess of this will be deposited in a bank to be named by the Management Committee.
- (6) He will supervise the Assistant Honorary Treasurer on the maintenance of the relevant record books pertaining to the Alumni's accounts.
- (7) He will prepare the Annual Statement of Accounts, which shall be duly audited for submission to the Annual General Meeting.

f. Duties of the Assistant Honorary Treasurer.

- (1) He will assist the Honorary Treasurer in the execution of his duties.
- (2) He will assist the Honorary Treasurer in the banking cheques and excess cash.
- (3) He will assist the Honorary Treasurer to keep and maintain relevant record books pertaining to the Alumni's accounts.
- (4) He will assume the duties of the Honorary Treasurer in the latter's absence.

g. Duties of the Ordinary Management Committee Members.

- (1) They will participate in the Alumni's activities and assist the Management Committee in the organisation and efficient administration of such activities.
- (2) They shall assist in the general administration of the Alumni and perform duties assigned by the Management Committee from time to time.

15. AUDIT AND FINANCIAL YEAR

- a. Two voting members who are not Management Committee Members will be elected as Honorary Auditors at each alternate Annual General Meeting. They will hold office for a term of two years only and shall not be re-elected for a consecutive term. The Honorary Auditors:
 - (1) Will be required to audit each year's accounts and present a report on them at the Annual General Meeting.
 - (2) May be required by the President to audit the Alumni's account for any period within their tenure of office at any date and make a report to the Management Committee.
- b. The financial year of the Alumni shall be from 1st day of January to 31st day of December.

16. TRUSTEES

- a. If the Alumni at any time acquire any immovable property, such property shall be vested in trustees subject to a declaration of trust.
- b. Any trustee may at any time resign his trusteeship. If a trustee dies or becomes a lunatic or of unsound mind or moves permanently or is absent from the Republic of Singapore for a period of one year, he shall be deemed to have resigned his trusteeship. If a trustee is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee, a General Meeting may remove him from his trusteeship.
- c. Vacancies in the trusteeship may be filled at a General Meeting, but the number shall not be greater than four or less than two.
- d. 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 Alumni's premises at least two weeks before the General Meeting at which the proposal is to be discussed.
- e. The addresses of immovable properties, names of trustees and any subsequent change must be notified to the Registrar of Societies.

17. PROHIBITIONS

- a. Gambling of any kind, whether for stakes or not, 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.
- b. The funds of the Alumni shall not be used to pay the fines of members who have been convicted in Court.
- c. The Alumni 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.
- d. The Alumni shall not attempt to restrict or interfere with trade or make direct or indirect recommendations 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 relating to any goods or services which adversely affect consumer interests.
- e. The Alumni shall not hold any lottery, whether confined to its members or not, in the name of the Alumni or its office-bearers, Management Committee or members, unless with the prior approval of the relevant authorities.

- f. The Alumni shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- g. The Alumni 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.

18. AMENDMENTS TO RULES

No amendment or addition/deletion to the Constitution shall be made except at a General Meeting, and with the consent of half of the voting members present at the General Meeting. The amendments shall not come into force without the prior sanction of the Registrar of Societies.

19. INTERPRETATION

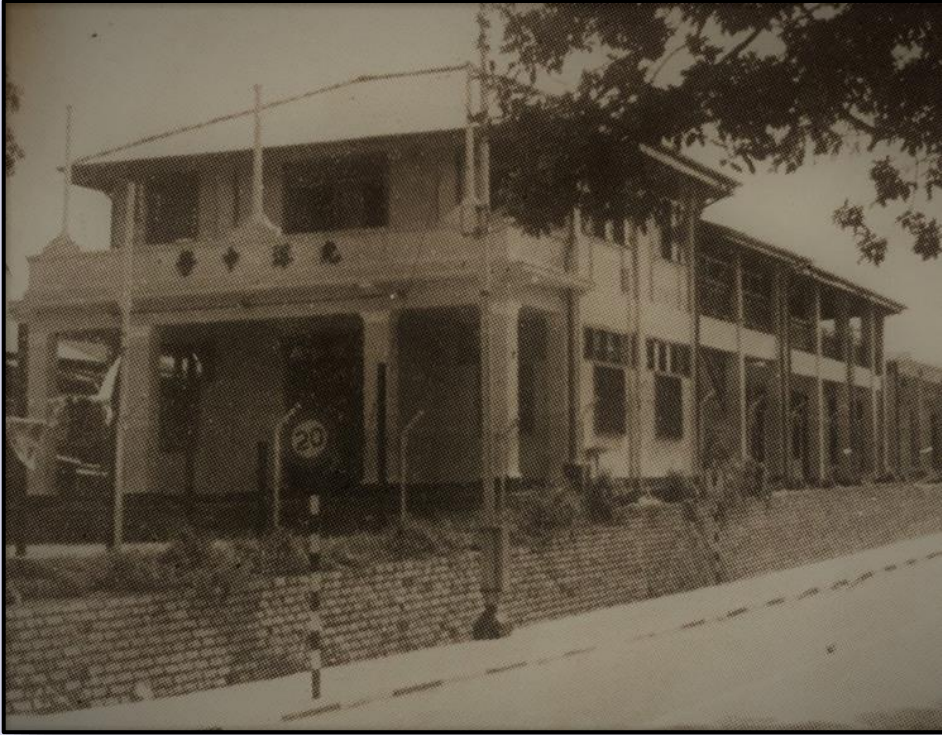
In the event of any question or matter arising out of any point pertaining to the day-to day administration of the Alumni which is not expressly provided for in the Constitution, the Management Committee shall have power to use their own discretion. The decision of the Management Committee shall be final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

20. DISSOLUTION

- a. The Alumni shall not be dissolved, except with the consent of not less than 3/5 of the total voting members of the Alumni for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose.
- b. 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 manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.
- c. A Certificate of Dissolution shall be given within seven days of the dissolution to the Registrar of Societies.

21. DISPUTES

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



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