

# **CONSTITUTION OF DUNEARN TECH – GREENRIDGE ALUMNI ASSOCIATION**

## **NAME**

- 1 This society shall be known as “Dunearn Tech–Greenridge Alumni Association”, hereinafter referred to as the “Association”.

## **PLACE OF BUSINESS**

- 2 Its place of business shall be at Greenridge Secondary School, 32 Bukit Panjang Ring Road, Singapore 679938 or such other address as may be subsequently be decided upon by the Executive Board and approved by the Registrar of Societies. The Association shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

## **OBJECTS**

- 3.1 Its objects are:
- (a) To foster friendship among its members.
  - (b) To provide facilities for academic, social, cultural, sports and recreation activities for the benefit of members.
  - (c) To maintain close association with the School and provide support by pecuniary or other means which may be needed for its development and well-being.
  - (d) To help graduates find assistance in establishing their future endeavours and bring out quality and prestige in the name of Greenridge.
- 3.2 In furtherance of the above objects, the Association may be used as a channel for the fostering of comradeship between past Dunearn Technical students, former and current Greenridge Secondary School students.

## **MEMBERSHIP QUALIFICATION AND RIGHTS**

- 4.1 Membership is open to all past students of Greenridge Secondary School (GSS) and the former Dunearn Secondary Technical School (DSTS).
- 4.2 The Association shall consist of the following classes of membership:
- (a) Ordinary Membership  
All persons who have attended GSS or DSTS are eligible to apply as Ordinary Members.

- (b) Life Membership  
All Ordinary Members are eligible to apply for Life Membership.
- (c) Honorary Membership  
Honorary Membership shall be conferred by the Executive Board at its sole discretion on individuals who have rendered outstanding service to the Association.
- (d) Invitee & Associate Membership  
The Executive Board may invite any individuals who do not meet the membership criteria for the other categories of membership to join the Association as Invitee or Associate Members.
- (e) Retiree Membership  
A Retiree Member shall be at least of the age 55 and above.

#### **APPLICATION FOR MEMBERSHIP**

- 5.1 A person wishing to join the Association must submit his/her particulars to the Secretary on a prescribed form.
- 5.2 The Executive Board will decide on the application for membership. The Executive Board shall have the discretionary power to refuse any application without assigning any reason thereof.
- 5.3 A copy of the Constitution shall be furnished to every approved member upon payment of the entrance fee.

#### **MEMBERSHIP PRIVILEGES**

- 6.1 All Ordinary and Retiree Members shall have the right to:
  - (a) Stand for election, to nominate or second a candidate for election and to vote in the Association's election;
  - (b) Vote at meetings
  - (c) Participate in all activities organised by the Association.
- 6.2 Honorary, Invitee and Associate Members shall be entitled to the benefits and privileges of Ordinary Members with the exception of 6.1(a) and 6.1(b) above.

### **ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES**

- 7.1 The entrance fee and subscription fees shall be determined by the General Meeting on recommendation from the Executive Board from time to time.
- 7.2 Annual subscriptions are payable in advance within the first month of the year. If a member falls into arrears with his/her subscription or other dues, he/she shall be informed immediately by the Treasurer. If he/she fails to settle his/her arrears within 8 weeks of their becoming due, the President may order that his/her name be posted on the Association's notice board and that he/she be denied the privileges of membership until he/she settles his account. If he/she falls into arrears for more than three months, he/she will automatically cease to be a member and the Executive Board may take legal action against him/her provided that they are satisfied that he/she has received due notice of his/her debts.

### **SUPREME AUTHORITY AND GENERAL MEETINGS**

- 8.1 The supreme authority of the Association shall be vested in a General Meeting of Members presided over by the President.
- 8.2 The General Meetings of the Association shall be the Annual General Meetings and Extraordinary General Meetings.
- 8.3 The Annual General Meeting of the Association shall be held by June each year, at a place upon a date and time to be fixed by the Executive Board for the following purposes:
- To receive and approve the annual reports of the Executive Board and the audited statement of accounts of the Association;
  - To elect members of the Executive Board, if any;
  - Where applicable, election of office-bearers and appointment of Honorary Auditors for the following term;
  - To decide on any resolution which may be duly submitted to the General Meeting as provided under Clause 8.5.
- 8.4 Notice of the Annual General Meeting shall be sent by the Secretary to all members not less than twenty one (21) days before the date fixed for the meeting.
- 8.5 Any proposed resolution or motion shall be submitted and received by the Secretary not less than fourteen (14) days before the date of the Annual General Meeting for it to be tabled at the meeting. The proposed motion must be supported by 2 members.
- 8.6 The Secretary shall forward the Agenda to all Members not less than seven (7) days before the AGM.

- 8.7 An Extraordinary General Meeting may be convened to deal with any special matter that requires decision by Members, at any time under the following circumstances:
- Upon the instruction of the President of the Executive Board;
  - Upon a written request signed by not less 25% of the total Membership or thirty (30) voting members, whichever is lesser, entitled to attend and vote at such a meeting. The object and reasons for such a Meeting must be stated clearly in the requisition.
- 8.8 The Extraordinary General Meeting shall be convened within 2 months from receiving the request to convene the Extraordinary General Meeting.
- 8.9 Notice of the Extraordinary General Meeting shall be sent to all Members not less than twenty (21) days before the date fixed for the meeting and shall state the business to be transacted. The Extraordinary General Meeting shall not transact any business not on the agenda.
- 8.10 At all Annual and Extraordinary General Meetings, at least 25% of the total voting Membership or thirty (30) voting members, whichever is lesser, present shall constitute a quorum.
- 8.11 In the event of there being no quorum, the Meeting shall be adjourned for thirty (30) minutes and should the number then present to be insufficient to form a quorum, those present shall be considered a quorum but they shall have no power to alter, amend, or make additions to any clauses of the existing Constitution.
- 8.12 All Ordinary members personally present at a General Meeting shall each be entitled to one vote. Voting shall ordinarily be by a show of hands. All matters arising at a General Meeting shall be decided by a simple majority, except otherwise provided in the Constitution. In the event of a tie, the President shall have a second or casting vote.
- 8.13 Voting by proxy is not permissible except under 18.1. The instrument appointing a proxy shall be in writing in a form prescribed by the Executive Board or as near thereto as possible. A member shall only appoint as his/her proxy a member who is entitled to vote at a meeting of the Association. The instrument must be deposited with the Honorary Secretary not less than forty-eight hours before the meeting at which it is intended to be used. The proxy shall be valid for use at one meeting only or for the adjourned meeting.

## **MANAGEMENT AND EXECUTIVE BOARD**

- 9.1 The administration of the Association shall be entrusted to an Executive Board consisting of the following to be elected bi-annually at the Annual General Meeting:
- (a) President
  - (b) 1<sup>st</sup> Vice President
  - (c) 2<sup>nd</sup> Vice President
  - (d) Honorary Secretary
  - (e) Honorary Assistant Secretary
  - (f) Honorary Treasurer
  - (g) Honorary Assistant Treasurer
  - (h) 5 Ordinary Executive Board Members
- 9.2.1 Names for the above offices shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. All office-bearers shall be eligible for re-election to the same or related position except the Honorary Treasurer and Honorary Assistant Treasurer. The Honorary Treasurer and Honorary Assistant Treasurer shall not serve more than 2 terms. The term of office of the Executive Board is two years.
- 9.3 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 President shall have a second or casting vote.
- 9.4 The Principal, Vice-Principal and up to three (3) Heads of Departments including the Alumni Teacher-in-Charge at Greenridge Secondary School are eligible to serve as non-voting, ex-officio members.
- 9.5 An Executive Board Meeting shall be held at least once every four (4) months after giving seven (7) days' notice to the Board members. The President may call a Board Meeting at any time by giving five (5) days' notice. At every meeting, not less than half (1/2) of the Board Members shall constitute a quorum and for its proceeding to be valid.
- 9.6. Any member of the Executive Board absenting himself/herself from three (3) meetings consecutively without satisfactory explanation shall be deemed to have withdrawn from the Board and a successor may be co-opted by the Board to serve until the next Annual General Meeting. Any changes in the Executive Board shall be notified to the Registrar of Societies within 2 weeks of the change.
- 9.7 The duty of the Executive Board is to organize and supervise the day-to-day activities of the Association. The Board may not act contrary to the expressed wishes of the General Meeting without prior reference to it and always remain subordinate to the General Meetings.

- 9.8 The Executive Board has the power to authorize the expenditure of a sum not exceeding \$10,000 per month from the Association's funds for the Association's purposes.

#### **DUTIES AND POWERS OF MEMBERS OF THE EXECUTIVE BOARD**

- 10.1 The President shall:
- (a) preside over all General and Executive Board Meetings;
  - (b) represent the Dunearn Tech-Greenridge Alumni Association in its dealings with outside persons;
  - (c) have the right to call meetings of the Executive Board;
  - (d) have a casting vote at all General and Executive Board Meetings.
- 10.2 The Vice-President shall assist the President and deputise for him/her in the latter's absence.
- 10.3 The Honorary Secretary shall:
- (a) be responsible for convening all meetings of the Association and of the Executive Board;
  - (b) keep minutes of meetings of the Association and of the Executive Board and shall be responsible for their correctness;
  - (c) have charge of all the Association records and conduct the correspondence of the Association;
  - (h) maintain an up-to-date register of members at all time.
- 10.4 The Honorary Assistant Secretary shall assist the Honorary Secretary and deputise for him/her in the latter's absence.
- 10.5 The Honorary Treasurer shall:
- (a) keep all funds and collect and disburse all monies on behalf of the Association;
  - (b) keep an account of all monetary transactions in a proper manner and shall be responsible for their correctness;
  - (c) have power to expend up to S\$1000 per month for petty expenses on behalf of the Association and will not keep more than S\$500 in the form of cash and money in excess of this will deposited in a bank to be named by the Executive Board;
  - (d) sign all cheques etc for withdrawals from the bank in conjunction with the President or the Vice President or the Secretary, on behalf of the Association;
  - (e) do a periodic reconciliation of the Association's financial records with those of the Association's account;
  - (f) make financial reports at regular intervals prescribed by the Executive Board;
- 10.6 The Honorary Assistant Treasurer shall assist the Honorary Treasurer and deputise for him/her in the latter's absence.

- 10.7 If a vacancy occur in any office by death, resignation or creation of a new office, the vacancy shall be filled by the Executive Board and the officer so elected or appointed shall hold office until his/her successor is chosen.
- 10.8 If an officer of the Association is absent for any reason that the Board may deem sufficient, the Executive Board may delegate the powers and duties of such officer to any other officer for the time being, provided a majority of the Executive Board members concurs.
- 10.9 Officers shall not receive any compensation for their services, other than reimbursement for out-of-pocket expenses as related to the business of the Association and as approved by the Executive Board.
- 10.10 All Executive Board Officers can perform such other duties as this Constitution or the Executive Board may prescribe.
- 10.11 Ordinary Board Members shall assist in the general administration of the Association and perform duties assigned by the Executive Board from time to time.

#### **AUDIT AND FINANCIAL YEAR**

- 11.1 A firm of Certified Public Accountants shall be appointed as Auditors at each Annual General Meeting for a term of one year and shall be eligible for reappointment.
- 11.2 They:
- (a) will be required to audit the Association's accounts each year and present a report upon such accounts to the Annual General Meeting;
  - (b) may be required by the President to audit the Association's accounts for any period within their tenure of office at any date and make a report to the Executive Board.
- 11.3 The financial year shall be from 1<sup>st</sup> April to 31<sup>st</sup> March.

#### **TRUSTEES**

- 12.1 If the Association at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.
- 12.2 The trustees of the Association shall:
- (a) Not be more than four and not less than two in number.
  - (b) Be elected by a General Meeting of members.
  - (c) Not effect any sale or mortgage of property without prior approval of the General Meeting of members.

- 12.3 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 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.
- 12.4 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 Association's premises at least two 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.
- 12.5 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**

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

#### **PROHIBITIONS**

- 14.1 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 Association's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- 14.2 The funds of the Association shall not be used to pay the fines of members who have been convicted in a court of law.
- 14.3 The Association 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.
- 14.4 The Association shall not attempt to restrict or interfere with trade or make directly or indirectly any recommendation 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.
- 14.5 The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

- 14.6 The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office-bearers, Executive Board or members unless with the prior approval of the relevant authorities.
- 14.7 The Association 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.

#### **AMENDMENT TO CONSTITUTION**

- 15 No alteration or addition/deletion to this Constitution shall be made except at a General Meeting and with the consent of two-thirds of the voting members present at the General Meeting and they shall not come into force without the prior sanction of the Registrar of Societies.

#### **INTERPRETATION**

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

#### **DISPUTES**

- 17 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.

#### **DISSOLUTION**

- 18.1 The Association shall not be dissolved, except with the consent of not less than 3/5 of the total voting membership 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.
- 18.2 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 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.
- 18.3 A Certificate of Dissolution shall be given within seven days of the dissolution to the Registrar of Societies.

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