



Constitution

NAME

1. This Association shall be known as “South Africans in Singapore (SAiSG)” or “SAISG”, hereinafter referred to as the “Association”.

PLACE OF BUSINESS

2. Its place of business shall be at such address as may be decided upon by the Committee and approved by the Registrar of Societies. The Association shall carry on its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

OBJECTS

3. Its objects are:
 - a. To provide Members with the opportunity of getting together on a social level.
 - b. To assist Members who are expatriates in Singapore to orientate and adapt themselves to their new environment.
 - c. To provide a networking platform that can benefit Association contributors and members.

MEMBERSHIPS

4. Membership is open to:
 - a. Any person who is either a South African Citizen or emotionally attached to South Africa, either by previous residence, holidays or family / friendship ties.
 - b. Membership is not restricted by sex, interest, experience, academic, performance, race or religion.
5. All Members who are over the age of 18 and who have paid their Subscription Fees shall have the right to vote and to hold office in the Association.
6. The Committee may at its discretion provide a discount on or waive the Subscription Fee to Members who are under the age of 18 at the time of the Annual General Meeting
7. Any person wishing to join the Association shall submit his particulars to the Committee. The Committee will decide on the application for Membership.
8. A copy of the constitution shall be furnished to every approved Member upon payment of the first Annual Subscription or made available on the website.

HONORARY MEMBERS

9. The Committee will invite Distinguished Persons to become Honorary Members of the Association at its discretion. They shall not be eligible to vote or hold office.



ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

10. An Annual Subscription for Membership paid by all Members, except for Honorary Members, as shall be determined by the Committee from time to time. There shall be no Entrance Fee.
 - a. Membership runs from 1st January to 31st December.
 - b. The Membership Contribution is based on the Committee's estimate of the running expenses of the Association, i.e. stationery, postage, printing, hiring of suitable venues for get-togethers, etc.
 - c. Surplus funds may be utilised to subsidise *ad hoc* functions.
 - d. Membership Contributions are non-refundable unless the Committee decides otherwise.
 - e. The Committee shall inform all Members of any change in the Membership Contribution before the end of the third month of the relevant financial year.
 - f. The Annual Subscription for renewing Members is payable in advance before the end of the fourth month of the year. If a member falls into arrears with his subscription or other dues, he shall be informed immediately by the Treasurer (through monthly reminders). If he fails to settle his arrears within five months of them becoming due, the President may order that he be denied the privileges of membership i.e. receiving newsletters, receiving a full list of members, but he shall not lose his membership, unless the Committee rules otherwise.
 - g. The Committee shall ensure that the "Member in Arrears" has received due notice of his debts.
11. For retiree members, the annual subscription is waived but they may be requested to cover the expense of postage if newsletters are sent to them upon request.
12. Any additional funds required for special purposes may only be raised from Members with the consent of the General Meeting of the Members.

SUPREME AUTHORITY AND GENERAL MEETINGS

13. The income and property of the Association whensoever derived shall be applied towards the promotion of the objects of the Association 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 Association or to any of them or to any person claiming through any of them.
14. The supreme authority of the Association is vested in a General Meeting of the Members presided over by the President or his nominee.
15. The Annual General Meeting shall be held within 6 months from the close of its financial year.
16. At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than one quarter of the total voting Membership, and may be called at any time by order of the Committee. The notice in writing shall be given by the Secretary General setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within two months from receiving this request to convene the Extraordinary General Meeting.
17. If the Committee does not within two 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 10 days' notice to voting Members setting forth the business to be transacted and simultaneously posting the agenda on the Association's website and/or circulated via email.



18. At least two weeks' notice shall be given of an Annual General Meeting and at least 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 General to all voting Members. The particulars of the agenda shall be posted on the Association's website or distributed via email four days in advance of the meeting.
19. The following points will be considered at the Annual General Meeting:
 - a. The previous financial year's accounts and annual report of the Committee.
 - b. Where applicable, the election of office-bearers for the following term.
20. 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 General one week before the meeting is due to be held.
21. At least one-quarter of the total voting Membership or 30 voting Members, whichever is the lesser, present at a General Meeting shall form a quorum.
22. 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 of the existing Rules.

MANAGEMENT AND COMMITTEE

23. The administration of the Association shall be entrusted to a Committee consisting of the following to be elected at each Annual General Meeting:
 - o Office Bearers:
 - o President
 - o Vice-President
 - o Secretary General
 - o Treasurer
 - o Up to Six Ordinary Committee Members
24. 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. The term of office of the Committee is one year. At the end of their term of office, Committee members may put themselves up for re-election at the subsequent Annual General Meeting.
25. Election will either be 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, a re-vote shall be taken. If a re-vote still results in a tie, a lot shall be drawn to determine who shall be the successful candidate unless the contesting candidate(s) withdrew in favour of one of themselves.
26. A Committee meeting shall be held at least once every three months after giving seven days' notice to Committee Members. The President may call a Committee Meeting at any time by giving five days' notice. At least half of the Committee Members must be present for its proceedings to be valid. A meeting may take place via conference call, video conference or electronically.
27. Any member of the Committee absenting himself from three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee and a successor may be co-opted by the Committee to serve until the next Annual General Meeting. Any changes in the Committee will be notified to the Registrar of Societies within two weeks of the change.
28. The duty of the Committee is to organise and supervise the daily activities of the Association. The Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and always remains subordinate to the General Meetings.



-
29. The Committee has the power to
- a. Authorise the expenditure of a sum not exceeding SGD3,000.00 per ad hoc function from the Association's funds in addition to the SGD 1,000.00 per month for the Association's other purposes.
 - b. Exceed the SGD3,000.00 cap limit for regularly scheduled events (eg. Christmas parties) if agreed unanimously by all committee members in writing. Agreement may be provided by email or fax in one or more parts, or documented in minutes of a Committee meeting or any combination of meeting minutes, email or fax.
 - c. The Committee has the power to donate money collected at events to a charity of their choice.
30. The Committee can at any time appoint new members to the Committee as Ordinary Committee Members. Ordinary Committee Members are not Office Bearers but may be co-opted by the Committee into a position of office upon the resignation of an Office Bearer or otherwise per clause. Any changes in the Committee will be notified to the Registrar of Societies within 2 weeks of the change.

DUTIES OF COMMITTEE MEMBERS

31. The President shall act as the Chairman at all General and Committee Meetings. He shall also represent the Association in its dealings with outside persons.
32. The Vice President shall assist the President and deputise for him in his absence.
33. The Secretary General shall keep all records, except financial, of the Association and shall be responsible for their correctness. He will keep minutes of all General and Committee Meetings. He shall maintain an up to date Register of Members at all times.
34. The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Association and shall keep an account of all monetary transactions and shall be responsible for their correctness. He is authorised to expend up to SGD 1,000 per month for petty expenses on behalf of the Association. He will not keep more than SGD 500 in the form of cash. Money in excess of this will be deposited in a bank to be named by the Committee. Cheques, etc., for withdrawals from the bank can be signed by any two of the four Office Bearers (President, Vice President, Treasurer, Secretary General).
35. Ordinary Committee Members shall assist in the general administration of the Association and perform duties assigned by the Committee from time to time e.g. publishing of annual newsletter, organising special mother and children functions and welcoming new members.

REVIEW AND FINANCIAL YEAR

36. The financial year shall be from 1st January to 31st December.
37. The Committee will appoint a suitable qualified Member to perform a Review of the financial accounts on behalf of Members, hereinafter referred to as the "Reviewer". The Review does not need to be a full audit but at minimum is a review of levels of expenditure and reconciliation of cash to original bank statements. The accounts of the Association shall be audited by a firm of Certified Public Accountants if the gross income or expenditure of the Association exceeds SGD500,000.00 in that financial year, in accordance with section 4 of the Societies Regulations.
38. The Reviewer must be over the age of 18 and should have a generally recognised financial qualification (diploma or higher) and/or sufficient business experience to be able to perform a financial review. A Member who has worked in a finance function; or has directly managed a business/department is likely to be deemed to have sufficient business experience to act as Reviewer.
39. Any Member that has been a Committee Member at any time during the year cannot act as Reviewer for that year.



-
40. The Treasurer will provide to the Reviewer a balance sheet; cash flow statement; bank reconciliation (if necessary); and access to source documents including bank statements; cheques and the chequebook. Treasurer will assist the Reviewer to complete the Review.
 41. The Reviewer will complete a Report outlining the scope, work performed and result of the Review and send to the Committee by the end of the second month of the subsequent financial year. The Treasurer will be required to present a report upon each year's accounts to the Annual General Meeting, including balance sheet, cash flow and the Reviewer's Report.

VISITORS AND GUESTS

42. Non members of the Association are welcome to attend functions organised by the Association provided they have paid the non-Membership fees for that function (as applicable) and are accompanied by an attending member who makes sure that the Association's constitution is abided by.

PROHIBITIONS

43. The following prohibitions shall be in effect
 - a. 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.
 - b. The funds of the Association shall not be used to pay the fines of Members who have been convicted in court of law.
 - c. 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.
 - d. The Association shall not indulge in any political activity or allow its funds to be used for political purposes.
 - e. 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 unless with the prior approval of the relevant authorities.
 - f. The Association shall not raise funds from the public, other than for Association events, without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities, where necessary.

AMENDMENT TO RULES

44. The Association 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 of the voting Members present at the General Meeting.



INTERPRETATION

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

DISPUTES

46. 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 of the Constitution. Should the members fail to resolve the matter, they may bring the matter to mediation for settlement.

DISSOLUTION

47. The Association shall not be dissolved, except with the consent of not less than three-fifths 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.
48. 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 disposed of in such manner as the General Meeting of Members may determine or donated to an approved charity or charities in Singapore.
49. A Certificate of Dissolution shall be given within seven days of the dissolution to the Registrar of Societies.