



CONSTITUTION

1. NAME

The name of the Society shall be “University College London Alumni (Singapore)” (hereinafter referred to as the “Society”)

2. PLACE OF BUSINESS

The place of business of the Society shall be “c/o KenLou Associates 24 Peck Seah Street, #06-01, Nehsons Building, Singapore 0207” or such other address as the Committee may from time to time decide subject to the approval of the Registrar of Societies.

3. OBJECTS

The objects of the Society are: -

- 3.1 To support, assist and promote the interests and welfare of university College London (hereinafter referred to as the “UCL”) graduates in Singapore;
- 3.2 To provide guidance and assistance to students who intend to pursue a course of study or who are currently pursuing a course of study of not less than one academic year at UCL;
- 3.3 To give advice and assistance to new members of the Society;
- 3.4 To promote good relations and social interaction amongst members; and
- 3.5 To help, foster and support the objectives of University College London alumni association (UCLaa) in London

4. MEMBERSHIP

There shall be four categories of membership:

- 4.1 **HONORARY MEMBERS** – Honorary Membership may be conferred by the Committee on persons who have made a significant contribution to UCLaa. Honorary Members shall not be required to pay subscription and shall not be eligible to vote at meetings or to hold office.

- 4.2 **LIFE MEMBERS** – An Ordinary Member may, at the Committee’s discretion, to be elected a Life Member on payment of a sum equivalent to twenty times the current Ordinary Membership subscription of Life Membership subscription.

Provided that any Ordinary Member who has served as a member for 20 consecutive years shall be automatically converted to a Life Member, without the payment of Life Membership subscription.

- 4.3 **ORDINARY MEMBERS** – All persons who are graduates of a course of study of not less than one academic year or who have successfully completed any postgraduate degree from UCL shall be eligible for Ordinary Membership.

- 4.4 **ASSOCIATE MEMBERS** –

4.4.1 All persons who are currently pursuing a course of study of not less than one academic year at UCL shall be eligible for Associate Membership.

4.4.2 All current and past academic staff of UCL shall be eligible for Associate Membership.

4.4.3 Associate Members shall not be eligible to vote at meetings or to hold office.

5. **APPLICATION FOR ORDINARY AND ASSOCIATE MEMBERSHIP**

All applications for such membership shall be submitted in the prescribed form and proposed and seconded by current Ordinary Members of the Society.

6. **ADMISSION OF MEMBERS**

6.1 All application for Ordinary and Associate Membership under Rule 5 shall be forwarded to the Committee who shall inform the candidate in writing as soon as practicable of the results of his said application.

6.2 The decision of the Committee in respect of all applications for membership shall be final.

6.3 A copy of the Constitution shall be furnished to every approved member upon payment of the first annual subscription.

7. **ANNUAL SUBSCRIPTION**

7.1 Ordinary and Associate Members of the Society shall pay an annual subscription at a rate to be determined at an Annual General Meeting.

7.2 Annual subscriptions are due and payable within the first month of the financial year and shall cover the period up to the and including the last day of the close of the financial year. If a member falls into three months arrears with

his annual subscription, he shall be denied the privileges of membership until the outstanding amount is settled in full.

- 7.3 Every new member shall be required to pay the annual subscription of the year of joining within 1 month of being notified of his being approved as a member.
- 7.4 The Committee shall have power to waive in whole or in part, the annual subscriptions either generally or in respect of any member. The annual subscription for retiree members shall be half the rate payable by its category of membership.

8. **ANNUAL GENERAL MEETING**

- 8.1 The Annual General Meeting of the Society shall be held annually by March after the end of the preceding financial year on a date and time to be fixed by the Committee of which due notice shall have been given for the following purposes: -
 - 8.1.1 to receive, and if approved, pass the Annual Report from the Committee for the ensuing year;
 - 8.1.2 to elect members of the Committee for the ensuing year;
 - 8.1.3 to elect Honorary Auditors for the ensuing year; and
 - 8.1.4 to decide on any resolution which may be duly submitted to the meeting.
- 8.2 Notice of an Annual General Meeting setting forth the business to be transacted at such a meeting shall be sent to each member of the Society at least 14 days before the date of the meeting, and shall be deemed to be duly received by the member if posted by ordinary post to such member at his last known address as kept in the Society's records.

9. **EXTRAORDINARY GENERAL MEETING**

- 9.1 An Extraordinary General Meeting may be called by the President on the request in writing of not less than 20 voting members and may be called at any other time by order of the Committee.
- 9.2 The Extraordinary General Meeting shall be convened within two months from receiving the request to convene the Extraordinary General Meeting
- 9.3 Notice of an Extraordinary General Meeting setting forth the business to be transacted at such meeting shall be sent to each member of the Society at least 10 days before the date of the meeting, and shall be deemed to be duly received by the member if posted by ordinary post to such member at his known address as kept in the Society's records.

- 9.4 If the Committee does not within the said two months, proceed to convene an Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting may convene the Extraordinary General Meeting by giving 10 days written notice to voting members setting forth the business to be transacted and simultaneously posting the agenda to the Honorary Secretary of the Society.

10. **QUORUM AND PROCEDURE AT GENERAL MEETING**

- 10.1 The quorum for General Meetings shall be not less than 20 voting members.
- 10.2 The President shall chair all General Meeting or in his absence the Vice-President shall act for him or in the absence of both, any other member of the Committee duly elected at the General Meeting shall chair the meeting.
- 10.3 If at the hour fixed, a quorum is not forthcoming, the meeting shall be adjourned for half an hour and should the number then present be insufficient to form a quorum, the members present may proceed with the meeting but they shall have no power to alter, amend or make additions to the this Constitution or any Resolutions affecting the same.
- 10.4 Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice in writing to the Honorary Secretary 7 days before the meeting is due to be held.
- 10.5 Unless otherwise specified, only Life and Ordinary Members personally present at a General Meeting shall be entitled to vote. Voting shall ordinarily be by a show of hands but a ballot shall be taken if demanded by any member of the meeting. In the event of a tie, the Chairman of the meeting shall have the casting vote. A declaration by the Chairman of any General Meeting that a Resolution has been carried unanimously or by a majority or lost and an entry to that effect in the Minutes of that General Meeting shall be conclusive evidence of the fact.

11. **MANAGEMENT COMMITTEE**

- 11.1 The Society shall be managed by a Committee consisting of: -
- 11.1.1 The President
- 11.1.2 The Vice-President
- 11.1.3 The Honorary Secretary
- 11.1.4 The Honorary Treasurer
- 11.1.5 Three (3) Ordinary Committee Members

- 11.2 Names of 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, except the Honorary Treasurer may be re-elected to the same post for a consecutive term of office. The members of the Committee shall hold office until the next Annual General Meeting.
- 11.3 The Committee may co-opt up to two additional members from the Ordinary Membership to sit on the Committee. Such co-opted members shall not have a vote at meetings of the Committee and shall not be deemed to be members of the Committee.
- 11.4 A Committee meeting shall be held at least once every 3 months after giving 7 days' notice to Committee Members. The President may call a Committee meeting at any time by giving 3 days' notice. At least half of the Committee Members must be present for its proceedings to be valid.
- 11.5 Any member of the Committee absenting himself from 3 meetings consecutively without satisfactory explanation shall cease to be a member of the Committee and a successor may be co-opted by the Committee until the next Annual General Meeting. Any change in the Committee shall be notified to the Registrar of Societies within 2 weeks of the change.

12. **POWERS AND DUTIES OF MANAGEMENT COMMITTEE**

- 12.1 The Committee shall have the power to do all such things as it may consider necessary for the attainment of the objects of the Society
- 12.2 The Committee may raise, cause to be raised and receive such donations that it deems necessary for the promotion and the carrying out of all the objects and activities of the Society.
- 12.3 The Committee may establish such funds or schemes to provide financial or other assistance to promote and achieve the objects of the Society.
- 12.4 All funds received by the Society shall be deposited within 5 working days at any bank or financial institution approved by the Committee either in current, savings or fixed account deposits.
- 12.5 All cheques drawn on a banking account of the Society shall be signed by the Honorary Treasurer and either the President or the Vice-President or the Honorary Secretary.
- 12.6 The Committee may appoint 1 or more of their members to a Sub-Committee or Sub-Committee with power to co-opt additional members from the general body of members, and delegate to such Sub-Committees part of their duties or powers.
- 12.7 The duty of the Committee is to organise and supervise the daily activities of the Society. The committee shall not act contrary to the expressed wishes of the General Meeting without prior reference to it.

13. **DUTIES OF OFFICE-BEARERS**

- 13.1 The President shall act as Chairman at all General and Committee meetings. He shall also represent the Society in its dealings with outside persons.
- 13.2 The Vice-President shall assist the President and deputise for him in his absence.
- 13.3 The Honorary Secretary shall keep all records except financial, of the Society and shall be responsible for their correctness. He will keep minutes of all General and Committee meetings. He shall maintain an up-to-date Registrar of Members at all times.
- 13.4 The Honorary Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Society and shall keep an account of all monetary transactions and shall be responsible for their correctness. He will not keep more than \$500 in the form of cash and any amount in excess of this shall be deposited in any of the Society's bank accounts.
- 13.5 Ordinary Committee Members shall assist in the general administration of the Society and perform duties assigned by the Committee from time to time.

14. **AUDIT AND FINANCIAL YEAR**

- 14.1 Two voting members, not being members of the Committee will be elected as Honorary Auditors at each Annual General Meeting and will hold office until next Annual General Meeting and shall not be re-elected for consecutive terms. They:
 - 14.1.1 Will be required to audit each financial year's accounts and present a report upon them to the Annual general Meeting.
 - 14.1.2 May be required by the President to audit the Society's accounts for any period during their tenure of office and make a report to the Committee.
- 14.2 The financial year shall run from the 1st of January in any year to the 31st of December of the same year.

15. **AMDENDMENT TO RULES**

No alteration or addition or deletion to these Rules shall be made except at a General Meeting, and they shall not come into force without prior sanction of the Registrar of Societies.

16. **RESIGNATION OF MEMBERS**

- 16.1 Resignation of membership shall be signified in writing to the Honorary Secretary of the Society and the member so resigning shall be liable for the

payment of this annual subscription for the current year together with any arrears up to the date of tendering his resignation.

16.2 Any such member who wishes to rejoin the Society may apply to the Committee, who shall have power in its discretion to reinstate him.

17. **EXPULSION OR SUSPENSION OF MEMBERS**

17.1 The Committee shall have the power to expel any member who shall offend against this Constitution or whose conduct shall in the opinion of the Committee render him unfit for membership of the Society.

17.2 No termination of membership shall be made unless the member concerned has been given an opportunity to give an explanation in writing as to why his membership should not be terminated.

18. **DISSOLUTION**

18.1 The Society shall not be dissolved except with the consent of not less than three-fifths of the members of the Society eligible to vote and for the time being resident in Singapore expressed, either in person or by proxy in such form as may be approved by the Committee at a General Meeting convened for that purpose.

18.2 In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on behalf of the society shall be fully discharged and the remaining funds shall be donated to such organisation granted the Institution of Public Character status as the General Meeting of members may determine.

18.3 A Certificate of Dissolution shall be given within 7 days of the dissolution to the Registrar of Societies.

19. **GENERAL**

19.1 No action shall be maintained against the individual members of the Committee in the exercise of and performance of its functions herein.

19.2 All members shall faithfully and fully abide by every decision made by the Society or by the Committee until such time as the decision is amended or revoked.

19.3 No press release in the name of the Society may be made without the previous sanction of the Committee.

19.4 All complaints shall be made in writing to the Honorary Secretary who, if unable to deal with them, shall submit them to the Committee whose decision shall be final.

20. **PROHIBITIONS**

- 20.1 Gambling of any kind, whether for stakes or not, 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.
- 20.2 The funds of the Society shall not be used to pay the fines of members who have been convicted in court.
- 20.3 The Society shall not engage in any trade union activity as defined in any written law relating to trade unions for the same being in force in Singapore.
- 20.4 The Society 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 of any discount, allowance or rebate relating to any goods or service which adversely affects consumer interests.
- 20.5 The Society shall not indulge in any political activity or allow its funds and/or premises to be use for political purposes.
- 20.6 The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its office-bearers, Committee or members, unless with the prior approval of the relevant authorities.
- 20.7 The Society shall not raise funds from the public for whatever purpose without the prior approval in writing of the Director, Criminal Investigation Department and other relevant authorities.

21. **INTERPRETATION**

The Committee shall be the sole interpretation of these Rules and the decision thereon of the Committee shall be binding on all members, unless reversed at a general meeting of members.
