

## **SIRPIGAL - CONSTITUTION**

### **1.1: NAME**

1.1.1 This Society shall be known as the "Sirpikal", hereinafter referred to in this Constitution as the "Society".

### **1.2 PLACE OF BUSINESS:**

1.2.1 Its place of business shall be at "25A, Campbell Lane, Singapore 209898" or such other address as the Committee of Management may subsequently decide and approved by the Registrar of Societies. The Society shall carry out its activities only in places and premises, which have the prior written approval from the relevant authorities, where necessary.

### **1.3 INTERPRETATION**

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

1.3.2 For the purposes of this Constitution:

(a) "The Committee" means the Committee of Management

(b) words importing singular include the plural and vice-versa; and

(c) words importing the masculine gender include (where the context admits) the feminine gender.

### **1.4 OBJECTS:**

1.4.1 The objects of the Society shall be:-

(a) To promote Indian arts and culture;

(b) To organise, and promote multi-cultural, social, educational, recreational activities; and

(c) To identify and build up talents amongst Indian youths in the field of Indian arts and culture.

### **1.5 PATRON**

1.5.1 The Society may, upon the recommendation of the Committee, at any General Meeting appoint a distinguished citizen of Singapore to be the Patron of the Society.

1.5.2 The Patron shall hold the title for a period of five (5) years and is eligible for reappointment for another five (5) year term. The Patron may relinquish his title at any time during his term.

## 1.6 **ADVISOR**

1.6.1 The Society may, upon the recommendation of the Committee, at any General Meeting appoint a Singapore Citizen to advise and guide the Committee on the operations of the Society.

## 2 **MEMBERS**

### 2.1 **CLASSES OF MEMBERSHIP**

2.1.1 Membership shall be open to all Singapore Citizens or Singapore Permanent Residents who have attained the age of eighteen while Associate membership shall be open to those below eighteen years of age.

2.1.2 There shall be four types of members:

- (a) Honorary
- (b) Life
- (c) Ordinary and
- (d) Associate

2.1.3 Honorary Membership shall be conferred on any person elected at the Annual General Meeting on the recommendation of the Committee in recognition of his valuable and distinguished services to the Society.

### 2.14 **LIFE MEMBERS**

Any person who qualifies to be an Ordinary Member mentioned in Rule 2.1.1 shall be eligible to be a Life member upon payment of the prescribed subscription.

### 2.1.5 **ORDINARY MEMBERS**

Any person who qualifies to be an Ordinary member under Rule 2.1.1 shall be eligible to be a member upon payment of the prescribed subscription.

### 2.1.6 **ASSOCIATE MEMBERS**

Any person who is below the age of eighteen shall be eligible to be an Associate member subject to his parent/guardian's consent and approval of the Committee. The member may extend the age-limit on an application until he is gainfully employed or reaches the age of twenty-one years whichever is the earlier. Such an extension is not automatically granted but at the absolute discretion of the Committee. The Committee also reserves the right to terminate any member's approved extension without assigning any reason whatsoever.

## 2.2 APPLICATION FOR MEMBERSHIP

- 2.2.1 a) Every application for membership shall be made on the Society's prescribed form and submitted together with the appropriate fee/subscription to the Committee for approval.
- b) The Committee shall have the power to refuse membership to an applicant without assigning any reason.
- c) An applicant whose application has been rejected shall be refunded the fees/subscription received from him. And if the application has been approved, the applicant shall be accordingly informed.

## 2.3 CESSATION OF MEMBERSHIP

- 2.3.1 A member of the Society may at any time cease to be a member by giving at least one month's notice in writing to the Hon Secretary at the registered place of business of the Society.
- 2.3.2 In respect of an Ordinary Member, if 3 consecutive letters of which the last is sent by registered mail to the last known address of that member are returned, unclaimed, his membership shall automatically cease. For the purposes herein, "the last known address" of a Member shall mean the last address as recorded in the Society's Register of Members.

## 2.4 FEES AND SUBSCRIPTIONS

### 2.4.1 ENTRANCE FEE

All new applications for membership other than for the class of Honorary Member shall pay a once-off entrance fee of S\$5/- (Dollars: Five). This amount is refundable in case an application for membership has been rejected. Entrance fee is not payable where an Associate Member becomes an Ordinary Member or when an Ordinary Member becomes a Life member.

## 2.5 SUBSCRIPTIONS

- 2.5.1 The subscription payable by a member per calendar basis is as follows:

- i) Ordinary Member - \$25.00 per annum
- ii) Associate Member - \$10.00 per annum.
- ii) Life Membership - \$250.00 (one time payment)

A \$5 registration fee is applicable to all new members

- 2.5.2 The subscription shall be payable in advance without demand.
- 2.5.3 Honorary Members shall not be required to pay any fee or subscription. However, they may, if they so desire give donations of any amount.

- 2.5.4. Any variations to the rates of subscription shall be with the approval of the General Meeting.

#### **2.5.4 RIGHTS AND LIABILITIES**

- 2.6.1 Honorary and Associate members shall not be eligible to vote in any General Meeting. They shall not be eligible to hold office, nor stand for election or be appointed to the Committee.
- 2.6.2 A Life or Ordinary Member who is a paid employee of the Society shall not address and vote in any General Meeting, and shall also not be eligible for nomination and election or appointment to the Committee or hold any other office. An ex-employee shall not be eligible for nomination to be elected to the Committee for a period of two (2) years from the date he ceases to be the Society's employee.
- 2.6.3 Life or Ordinary Members who are not in subscription arrears and/or not suspended from membership under any provision of the Constitution shall have the right to attend, address and vote in any General Meeting. Such member shall have one vote and is eligible for nomination and election or appointment to the Committee.
- 2.6.4 Nominations for election to the Committee shall be made on a prescribed form provided by the Society. No nomination shall be accepted on the day of the Annual General Meeting.
- 2.6.5 All members shall notify of any change of address to the Secretary. All communications to the Member's last known address shall be deemed to have been properly communicated.

### **3. SUPREME AUTHORITY AND GENERAL MEETINGS**

#### **3.1 SUPREME AUTHORITY**

- 3.1.1 The supreme authority of the Society is vested in a General Meeting of Ordinary and Life members presided over by the President.

#### **3.2 GENERAL MEETING**

- 3.2.1 The Annual General Meeting of the Society shall be held by 30 June of each year or if at a later date not exceeding any later than 30<sup>th</sup> September.
- 3.2.2 At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than 25% of the total voting membership or thirty (25) voting members, whichever is the lesser, and may be called at anytime by order of the Committee. The notice in writing shall be given to the Honorary Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within two (2) months from receiving this request to convene the Extraordinary General Meeting

- 3.2.3 If the Committee does not within two (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 ten (10) days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Society's notice board.
- 3.2.4 Notice of an Annual General Meeting shall be sent to each member entitled to attend the meeting at least 10 days, and in case of any proposed amendment to the Constitution 15 days' notice shall be given.
- 3.2.5 The business to be transacted at the Annual General Meeting shall be:
- i) to consider and confirm the minutes of the last Annual General Meeting and other intervening general meeting;
  - ii) to consider the auditor's report and reports of the Committee;
  - iii) to approve the financial statements;
  - iv) to consider and adopt any amendments to the Constitution;
  - v) to appoint, where necessary, the external auditors of the Society;
  - vi) to elect members to the Committee;
  - vii) to elect two internal auditors
  - viii) to transact any other business for which seven(7) days' notice has been given to the Honorary Secretary.
- 3.2.6 No Business shall be transacted at any general meeting unless a quorum of members is present. The quorum necessary shall be one- third of all members qualified to vote or 25 voting members, whichever is the less.
- 3.2.7 Each member shall have one vote. In case of an equality of votes the motion shall be held to be lost. The President shall have no casting vote.
- 3.2.8 Voting shall be by secret ballot in respect of election of the Committee. All other issues shall be by show of hands unless otherwise decided by the General Meeting.
- 3.2.9 The Secretary or President shall call for a monthly meeting and members shall be given 7 days clear notice of this meeting.
- 3.2.10 The objective of the monthly meeting is to discuss and plan activities and any other events.

- 3.2.11 The Committee Members must be given an agenda and Minutes of the Meeting prior to the meeting.
- 3.2.12 The Committee Members can divide into sub-committee with non-committee members to meet and discuss and work on projects
- 3.2.13 The Sub Committee must report to the Main committee on such meetings

#### **4. MANAGEMENT**

##### **4.1. COMMITTEE OF MANAGEMENT**

- 4.1.1. The Society shall be managed by a Committee comprising eleven (11) elected members. The term of office of the Committee is two years.
- 4.1.2 Nomination for election to the above offices shall be made in writing on a Prescribed form obtainable from the Honorary Secretary and such nomination shall reach the Secretary at least fourteen days before the date of the Annual General Meeting.
- 4.1.3 Any member of the Committee who absents himself from three of the Committee meeting consecutively without satisfactory explanation shall be deemed to have withdrawn from the Committee and a successor may be co-opted by the Committee to serve the remaining term. Any changes in the Committee shall be notified to the Registrar of Societies within two (2) weeks of the change.
- 4.1.4 The service of all members of the Committee shall be gratuitous.
- 4.1.5 The newly elected members of the Committee shall, within a week after the General Meeting, vote among them to appoint the following office-bearers:
  - i) President
  - ii) Vice-President
  - iii) Honorary Secretary
  - iv) Honorary Assistant Secretary
  - v) Honorary Treasurer
  - vi) Honorary Assistant Treasurer
  - vii) Five Committee Members

##### **4.2 DUTIES AND POWERS OF THE COMMITTEE OF MANAGEMENT**

- 4.2.1 The Committee may do all things that are advantageous, necessary or convenient to be done for or in connection with the performance of its functions and without prejudice to the generality of the foregoing:
  - (a) To organise, supervise and make decisions on the daily activities of the Society. The Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and shall always remain subordinate to the General Meetings.

- (b) To appoint from among its own members or non-members such number of Committees and delegate to such Committees such duties and powers as it deems fit.;
- (c) To authorise the expenditure of a sum not exceeding \$1000/- (Dollars One thousand only) per months from the Society's funds for any major activity ;
- (d) To co-opt fully paid Ordinary or Life Members to fill vacancies that may arise from time to time in the Committee. All co-opted members shall be eligible to vote at Committee meetings. They shall serve in the Committee until the next election of the Committee;
- (e) To receive donations and contributions from any source and raise funds by lawful means;
- (f) To acquire, maintain or lease movable and immovable properties in the furtherance of the objects of the Society;
- (h) To have the power to manage and administer the funds of the Society; and
- (g) To have the power to appoint, pay, suspend and dismiss employees and servants for the Society as it may deem necessary and to fix the amount of their remuneration.

## **5. DUTIES AND POWERS OF THE OFFICE BEARERS:**

5.1 The duties and powers of the office-bearers are as follows:

### **5.2 THE PRESIDENT**

5.2.1 The President shall -

- (a) Preside as Chairman at all General and Committee Meetings;
- (b) Act as spokesman for and represent the Society in all its dealings with outside persons and organisations;
- (c) Have power to ensure and enforce discipline in the Society and in its function;
- (d) Have power to call for a meeting anytime provided at least 1 clear day notice is given to members; and
- (e) Have a casting vote at all General and committee meetings.

### **5.3 THE VICE PRESIDENT**

5.3.1 The Vice-President shall assist the President in his duties or act in his absence.

### **5.4 THE HONORARY SECRETARY**

5.4.1 The Hon-Secretary shall -

- (a) Keep and maintain all records, except financial, of the Society and shall be responsible for their correctness.
- (b) Record the proceedings of all General and Committee meetings and have them duly confirmed, signed and filed properly;
- (c) Summon for Meetings and Committee meetings in accordance with the Constitution of the Society;
- (d) Have power, notwithstanding (c), to authorise the Assistant Hon Secretary to sign and conduct correspondence on behalf of the Society.

**5.5 THE ASSISTANT HONORARY SECRETARY**

- 5.5.1 The Assistant Honorary Secretary shall assist the Honorary Secretary in all possible manners and shall act for the Honorary Secretary in the latter's absence.

**5.6 THE HONORARY TREASURER**

Shall keep all funds and collect and disburse all monies on behalf of the Society shall maintain financial records and keep an account of all monetary transactions and shall also be responsible for their correctness. He shall ensure that excess fund of the Society shall be deposited in a Bank or Financial Institution as decided by the Committee

- 5.6.1 Both the Honorary Treasurer and the Assistant Honorary Treasurer hold their office for a two-term period only.

**5.7 THE COMMITTEE MEMBERS**

- 5.7.1 The Committee Members shall perform duties assigned by the Committee from time to time.

**6 FINANCIAL MATTERS**

**6.1 FINANCE**

- 6.1.1 The financial year of the Society shall be from 1 Apr to 31 Mar each year to which date the accounts shall be balanced.
- 6.1.2 All funds received by the Society shall be deposited as soon as possible at any bank or financial institution approved by the Committee or its delegated authority either in current, savings or fixed deposit accounts.
- 6.1.3 All banking accounts operated by the Society shall be signed by the Honorary Treasurer or Honorary Assistant Treasurer and any of the following: President, Vice- President or Honorary Secretary.



6.1.4 The income and property of the Society whenever derived shall be applied solely towards the promotion of the objects of the Society as set forth in the Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise howsoever by way of profits to members of the Society, provided that nothing herein contained shall prevent the payment of any allowance to any member of the Society as reimbursement or in return for any services.

## **7. HONORARY AUDITORS**

7.1.1 Two members, not being members of the Committee, will be elected at each alternate Annual General Meeting as Honorary Auditors will hold office for a term of two years only and shall not be re-elected for a consecutive term. The accounts of the Society shall be audited by a firm of Certified Public Accountants if the gross income or expenditure of the society exceeds \$500,000 in that financial year, in accordance with Section 4 of the Societies Regulations.

## **8. DUTIES AND POWER OF THE HONORARY AUDITORS**

8.1 The Honorary Auditors shall jointly:

(i) Have power to call upon the Honorary Treasurer, without necessarily giving him advance notice, to produce the accounts and cash balance of the Society and have them duly checked and verified at any time during their term of office.

(ii) Confirm and sign the accounts and submit a report in writing to the President within seven days of such audit.

(iii) In addition to (i) and (ii) above, audit each year's accounts and present a written report on them at the Annual General Meeting.

(iv) Notwithstanding (i) and (ii) above, audit the accounts of the Society for any period within their tenure of office at any date and make a report in writing to the Committee whenever instructed by the President or the Committee to do so.

(v) Notwithstanding the foregoing, have special powers to carry out the above duties and exercise the above powers individually in the event of one among their member being away from the Republic of Singapore or being unable to discharge his duties and exercise his powers owing to serious illness or other contingencies.

## 9. TRUSTEES

- 9.1 The movable and immovable properties of the Society shall, subject to a declaration of trust, be vested in up to three trustees who shall be Singapore Citizens.
- 9.2 Every Trustee shall be a member of the Society but shall not hold any other office in the Society. Any Trustee may at any time resign his trusteeship
- 9.3 A Trustee shall be removed at a General Meeting if he:
- (a) remains out of the Republic of Singapore for more than twelve(12 ) months;
  - (b) becomes mentally disordered or of unsound mind or is permanently incapacitated;
  - (c) is adjudicated a bankrupt;
  - (d) is guilty of misconduct such as to render him undesirable; and
  - (e) is convicted of any offence involving dishonesty, fraud or moral turpitude.
- 9.4 A trustee shall hold the trusteeship for five (5) years and shall be eligible for re-appointment for a subsequent similar term. If a vacancy occurs in the trusteeship, the newly appointed trustee shall hold the trusteeship for the remaining period of the previous trustee.
- 9.5 The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

## 10. PROHIBITIONS

- 10.1 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 Society's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- 10.2 The funds of the Society shall not be used to pay fines of members who have been convicted in a Court of Law.
- 10.3 The Society shall not engage in any Trade Union activity as defined in any written law relating to trade union for the time being in force in Singapore.
- 10.4 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.
- 10.5 The Society shall not indulge in any political activity or allow its funds and / or premises to be used for political purposes.

- 10.6 The Society 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.

## 11. **AMENDMENTS TO CONSTITUTION**

- 11.1 No alteration or addition/deletion to this Constitution shall be made except at a general meeting and with the consent of two-thirds (2/3) or 25 of the voting members present at the General Meeting (whichever is lesser) , and they shall not come into force without the prior sanction of the Registrar of Societies

## 12. **DISSOLUTION**

- 12.1 The Society shall, not be dissolved except with the consent of the not less than three-fourth (3/4) of the Ordinary and Life Members of the Society for the time being resident in Singapore expressed in person at a General Meeting convened for the purpose.
- 12.2 In the event of the Society being dissolved as provided above, all debts and liabilities legitimately incurred on behalf of the Society shall be fully discharged, and the remaining funds will be donated to a charitable organisation as decided by the General Meeting.
- 12.3 A Certificate of dissolution shall be given within seven days of the dissolution to the Registrar of Societies.

## 13. **DISPUTES**

- 13.1 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.

## 14. **VISITORS**

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