

# Constitution of Tao Nan Alumni

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CONSTITUTION OF  
TAO NAN ALUMNI ASSOCIATION

**1. NAME**

This Society shall be known as Tao Nan Alumni Association, hereinafter referred to as the “Alumni”.

**2. PLACE OF BUSINESS**

Its place of business shall be at 49 Marine Crescent Singapore 449761 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**

Its objects are,

- 3.1 To promote friendship, unity and cooperation among Alumni members;
- 3.2 To strengthen the relationship between Alumni and alma mater and assist in the development of culture and education of the alma mater;
- 3.3 To launch and promote activities beneficial to culture and art, charity and public welfare, recreation and sports;
- 3.4 To enhance the understanding and research of traditional values;  
and

- 3.5 The Alumni shall not engage in any activities that may undermine the racial or religious harmony in Singapore.

#### **4. MEMBERSHIP ELIGIBILITY AND RIGHTS**

##### 4.1 Eligibility of Members

- 4.1.1 All former students of Tao Nan School who are above the age of 21 years; and
- 4.1.2 Are law-abiding Singapore Citizens or Permanent Residents.

##### 4.2 Rights of Members

- 4.2.1 Only members who are above 21 years of age shall have the right to hold office appointments in the Alumni.
- 4.2.2 To speak and vote in the general meeting of members
- 4.2.3 To elect and to be elected to hold office in the Management Committee, except members who are undischarged bankrupts or are residing abroad.

##### 4.3 Obligations of Member

- 4.3.1 Abide by the provision in the constitution and all resolutions and decisions of the Alumni;
- 4.3.2 Assist in the implementation of all resolutions and decisions of the Alumni;
- 4.3.3 Donate to or assist in raising funds for the Alumni;

- 4.3.4 Maintain the good reputation and all interests of the Alumni;
- 4.3.5 Inform the Alumni of any material change in particulars such as residential, mailing address, contact numbers, email address, failing which the membership can be suspended or cancelled; and
- 4.3.6 Exhibit good character and not commit any defamatory or malicious acts against other members, the Alumni and the alma mater.

## **5. APPLICATION FOR MEMBERSHIP, REJECTION OF APPLICATION, AND TERMINATION OF MEMBERSHIP**

### 5.1 Application of Membership

A person wishing to join the Alumni should submit his or her particulars to the Secretary on such form in paper or online that the Alumni may prescribe and follow the procedure for membership application. The applicant must also include documentary evidence to prove his or her alumni status. Additionally, the applicant must fulfil all the following criteria:

- 5.1.1 Be at least 21 years old;
- 5.1.2 Be of sound mind and mental capacity;
- 5.1.3 Agree to abide by the Constitution; and
- 5.1.4 Endorsed by an introducer who shall be an existing Management Committee member.

## 5.2 Rejection of Application

5.2.1 Any new membership application with inaccurate or omission in furnishing the required information will be treated as null and void.

5.2.2 The Alumni has the right to reject any member application without providing any reason;

## 5.3 Termination of Membership

The Alumni membership can be terminated for any member who,

5.3.1 Is convicted of any criminal offence and suffer imprisonment of one year or more or receive a fine of SGD10,000 or more,  
imposed by a court of law;

5.3.3 Has become a citizen of a foreign country;

5.3.3 Has been adjudicated bankrupt as from the date of such adjudication or makes a composition or arrangement with his creditors;

5.3.4 Has breached the Constitution, or any of the Rules, Regulations or By-Laws, or has misbehaved or misconducted himself, and whom the Management Committee decides is unsuitable to remain as a member of the Alumni;

5.4 A link to an online copy of the Constitution on the Alumni website shall be furnished to every approved member upon payment of the entrance fee.

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

- 6.1 Upon approval and admission to the Alumni, the member will pay a one-time entrance fee of SGD20, and one time life time membership fee of SGD300. Failing which the membership can be rescinded.
- 6.2 The Alumni shall have the authority to determine from time to time the amount of entrance fee, membership fee, or any other fees payable to the Alumni and in the manner in which it shall be paid.
- 6.3 The income and property of the Alumni whensoever derived shall be applied towards the promotion of the objects of the Alumni 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 Alumni or to any of them or to any person claiming through any of them.

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

- 7.1 The supreme authority of the Alumni is vested in a General Meeting of the members, presided over by the President, or in his or her absence, a Vice President
- 7.2 An Annual General Meeting shall be held within 3 months from the close of its financial year which is the end of the calendar year.

7.3 At least two (2) weeks' notice shall be given of an Annual General Meeting and at least ten (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 to all voting members, including via electronic means. The details of the agenda shall be posted on the Society's notice board four (4) days in advance of the meeting.

7.4 Unless otherwise stated in this Constitution, voting by proxy and voting by any other means shall not be allowed, except in person, at all General Meetings.

7.5 The following matters will be considered at the Annual General Meeting:

7.5.1 To receive and adopt the audited financial statement of the preceding year.

7.5.2 To elect members of the Management Committee in the year in which the term of the Management Committee expires.

7.5.3 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 one (1) week before the meeting is due to be held.

7.6 At least 25% of the total voting membership or thirty (30) voting members, whichever is the lesser, present at a General Meeting shall form a quorum.

- 7.7 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 part of the existing Constitution.
- 7.8 At other times, an Extraordinary General Meeting may be called by the President on the request in writing of not less than 25% of the total voting membership or thirty (30) voting members, whichever is the lesser, and may be called at any time by order of the Management Committee. The notice in writing shall be given to the 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.
- 7.9 If the Management 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 Alumni notice board.

## **8. MANAGEMENT AND COMMITTEE**

- 8.1 The administration of the Alumni shall be entrusted to the Management Committee consisting the following members elected triennially (every three years) at the Annual General Meeting:



- (1) A President
- (2) Three Vice-Presidents
- (3) An Honorary Secretary
- (4) An Assistant Secretary
- (5) An Honorary Treasurer
- (6) An Assistant Treasurer
- (7) An Academic and Education Committee Head and Two Committee Members
- (8) A Recreation Committee Head and Two Committee Members
- (9) A Welfare Committee Head and Two Committee Members
- (10) An Membership Committee Head and Two Committee Members
- (11) Three or more Committee Members, at the discretion of the Management Committee

8.2 A Standing Committee is set up and headed by the President will consist of – Three Vice President, Honorary Secretary, Assistant Secretary and the Honorary Treasurer.

8.3 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 (except the Treasurer and Assistant Treasurer) may be re-elected to the same or related post for a term of three years and shall be eligible for re-election. The term of office of the Management Committee is three years.

8.4 Election will be either by show of hands or, subject to the agreement of a simple majority of the voting members present, by

a secret ballot. In the event of a tie, it will be decided by drawing lots.

- 8.5 Management Committee Meeting shall be held at least once every three months after giving seven (7) days' notice to Committee Members. The President may call a Committee Meeting at any time by giving five (5) days' notice. At least one third of the Committee Members must be present for its proceedings to be valid.
- 8.6 Any member of the Management Committee absenting himself from three (3) meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Management Committee and a replacement may be co-opted by the Management Committee from among the members of the Alumni to serve out the remainder of the term. Any changes in the Management Committee shall be notified to the Registrar of Societies within two (2) weeks of the change.
- 8.7 Resignation from Management Committee – Any Committee member may resign from office without providing any reasons by giving prior notice to the Standing Committee.
- 8.8 Powers of the Management Committee and the Standing Committee
- 8.8.1 The duty of the Management Committee is to organise and supervise the daily activities of the Alumni.
- 8.8.2 The Committee may not act contrary to the expressed wishes of the General Meeting without prior

reference to it and shall always remain subordinated to the General Meetings.

#### 8.9 Expenditure Limits Per Month and Approving Authorities

| <b>Expenditure Limit per Month</b> | <b>Approving Authority</b>   |
|------------------------------------|--|
| Not Exceeding SGD1,000             | Honorary Treasurer   |
| Not Exceeding SGD3,000             | Honorary Secretary and Honorary Treasurer jointly approve                                  |
| Not Exceeding SGD5,000             | President, the Honorary Treasurer and Honorary Secretary jointly approve                   |
| Not Exceeding SGD10,000            | The 7-member Standing Committee approve with a simple majority                             |
| Not Exceeding SGD50,000            | Approval must be sought from the Annual General Meeting and passed with a simple majority. |

### **9. DUTIES OF OFFICE-BEARERS**

9.1 The President shall chair all General and Management Committee meetings. He shall also represent the Alumni in its external dealings.

- 9.2 The Three Vice-Presidents shall assist the President and deputise the President in its absence.
- 9.3 Powers of the Committee
- 9.3.1 Shall have all the powers conferred by the articles and resolutions of any General Meeting;
- 9.3.2 To act and represent the Alumni in all matters
- 9.3.3 To execute and implement any resolutions or decisions passed or arrived at a General Meeting.
- 9.4 The Secretary shall keep all records, except financial, of the Alumni and shall be responsible for their correctness. He will keep minutes of all General and Management Committee meetings. He shall maintain an up-to-date Register of Members at all times.
- 9.5 The Assistant Secretary shall assist the Secretary and deputise him in his absence
- 9.6 The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Alumni and shall keep an account of all monetary transactions and shall be responsible for their correctness. He is authorised to expend up to SGD1,000.00 per month for petty expenses on behalf of the Alumni. He will not keep more than SGD1,000.00 in the form of cash and money in excess of this will be deposited in a bank to be named by the Management Committee. Cheques, etc. for withdrawals from the bank will be signed by the Treasurer together with either the President or a Vice-President or the Secretary. Transactions include internet banking or e-banking

- 9.7 The Assistant Treasurer shall assist the Treasurer and deputise him in his absence.
- 9.8 The Academic and Education Head and Two Committee Members shall be responsible for the handling of all educational, academic matters such as awards presentation and publications of the Alumni.
- 9.9 The Recreation Head and Two Committee Members shall be responsible for the handling of all recreational and sports matters of the Alumni.
- 9.10 The Welfare Head and Two Committee Members shall be responsible for the handling of all external and internal communications of the Alumni. When approved by the Alumni or the President, the Welfare Head and Two Committee Members will also participate in other community activities and handle public consultation and reception matters.
- 9.11 The Membership Head and Two Committee Members shall be responsible for the processing, updating, managing, and examining the membership application process. They are also responsible for the Alumni website and any other form of media.
- 9.12 Ordinary Committee Members shall assist in the general administration of the Alumni and perform duties assigned by the Management Committee or President from time to time.
- 9.13 The Standing Committee shall deal with urgent matters of the Alumni in between Committee Meetings and shall have the power to decide and take whatever action it deems fit but it shall, after acting so, refer such matters to the next Committee Meeting for ratification.

## **10 AUDIT AND FINANCIAL YEAR**

10.1 A voting member, not being members of the Management Committee, shall be elected as Honorary Auditor at each Annual General Meeting and will hold office for a term of three years only and shall not be re-elected for a consecutive term. The accounts of the Alumni shall be audited by a firm of Chartered Public Accountants if the gross income or expenditure of the Alumni exceeds \$500,000, whichever is lower in two consecutive financial years, in accordance with Section 4 of the Societies Regulations.

10.2 The Honorary Auditor

10.2.1 Will be required to audit each year's accounts and present a report at the Annual General Meeting.

10.2.2 May be required by the President to audit the Alumni's accounts for any period within their tenure of office at any date and make a report to the Management Committee.

10.3 The financial year of the Alumni shall be from 1<sup>st</sup> January to 31<sup>st</sup> December.

## **11 TRUSTEES**

11.1 If the Alumni at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.

11.2 The trustees of the Alumni shall:

- 11.2.1 Not be more than four (4) and not less than two (2) in number.
  - 11.2.2 Be elected by a General Meeting of members upon being nominated by the Management Committee
  - 11.2.3 Not effect any sale or mortgage of property without the prior approval of the General Meeting of members.
- 11.3 The office of the trustee shall be vacated:
- 11.3.1 If the trustee dies or becomes a lunatic or of unsound mind.
  - 11.3.2 If he is absent from the Republic of Singapore for a period of more than one(1)year.
  - 11.3.3 If he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.
  - 11.3.4 If he submits notice of resignation from his trusteeship
- 11.4 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 Alumni's premises at least two (2) weeks before the General Meeting at which the proposal is to be discussed.

## **12 VISITORS AND GUESTS**

- 12.1 Visitors and guests may be admitted into the premises of the Alumni but they shall not be admitted to the privileges of the Alumni.

- 12.2 A Visitors' Book shall be kept, in which names of all visitors and guests entering the Alumni office and where necessary entering the school are kept in records, together with the names and signatures of the members nominating them and the dates of their visits. No person shall be a visitor or guest till his name has been entered in this book
- 12.3 All visitors and guests shall abide by the Alumni's rules and regulations.
- 12.4 The Management Committee may at any time withdraw the privileges of the Alumni from any guests or may impose additional conditions subject to which the guest shall continue to enjoy the privileges of the Alumni.

### **13 PROHIBITIONS**

- 13.1 The funds of the Alumni shall not be used to pay the fines of members who have been convicted in court of law.
- 13.2 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.
- 13.3 The Alumni shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 13.4 The Alumni 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, where necessary.

13.5 No member shall make any press release on matters pertaining to the Alumni without the prior approval of the Management Committee

13.6 No person shall borrow in the name, or pledge the credit, of the Alumni

13.7 However, goodwill donations for Alumni events that promote the objects of the Alumni are permitted.

## **14 AMENDMENTS TO CONSTITUTION**

14.1 The Alumni 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 with at least two-thirds (2/3) majority of the voting members present voted in support.

## **15 INTERPRETATION**

15.1 In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, the Management Committee shall have the discretionary power to interpret. The decision of the

Management Committee shall be final unless it is reversed at a General Meeting of members with at least two-thirds majority of the voting members present voted in support.

## **16 DISPUTES**

16.1 In the event of any dispute arising amongst members, they shall attempt to resolve the matter within the Management Committee first. An ad hoc Special Committee headed by the President shall be set up to hear from both parties, and mediate to reach an amicable resolution. Until all means have been exhausted and the dispute cannot be resolved, the members in dispute shall then proceed to resolve the dispute 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 at their own cost.

## **17 DISSOLUTION**

17.1 The Alumni shall not be dissolved, except with the consent of not less than three-fifths (3/5) of the total voting membership 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.

17.2 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.

17.3 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

- END-