

# CONSTITUTION OF VIRIYA COMMUNITY SERVICES

## NAME

- 1 This Society shall be known as the “Viriya Community Services” hereinafter referred to as “VCS”.

## PLACE OF BUSINESS

- 2 Its place of business shall be at “ 72 Shrewsbury Road Singapore 307837 ” or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies. VCS shall carry out 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 establish and operate projects rendering assistance and support to the sick, poor, destitute, aged, families and individuals in need, regardless of race or religion.
  - (b) To provide welfare programmes such as medical and nursing care, social assistance for the needy persons; and
  - (c) In furtherance of the above objects but not otherwise, and provided that nothing is done solely for profit or for commercial reasons, VCS may exercise the following powers:
    - (i) operate social service centres, family service centres, student care centres, childcare centres, elderly centres, dialysis centres, hospitals, medical centres, befriender services and any other centres or services as may be approved by the relevant authorities for the purpose of advancing community service to the needy.
    - (ii) assist and work closely with the government bodies such as National Council of Social Service and other recognised social service agencies to help the needy persons.

## MEMBERSHIP QUALIFICATION AND RIGHTS

- 4.1 Membership is open to any Singaporean who is 18 years of age and above, not of unsound mind or undischarged bankrupt.
- 4.2 Only Members who are 21 years of age and above shall have the right to vote and hold office in VCS.

## APPLICATION FOR MEMBERSHIP

- 5.1 A person wishing to join VCS should submit his particulars to the Secretary on a prescribed form.



- 5.2 The Committee will decide on the application of membership.
- 5.3 A copy of the Constitution shall be furnished to every approved member upon payment of the entrance fee.

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

- 6.1 The entrance fees and subscriptions shall be determined by the General Meeting on recommendation from the Committee from time to time.
- 6.2 For retiree memberships, the entrance fee is waived and the monthly subscription is reduced by half.
- 6.3 Annual subscriptions are payable in advance within the first month of the year. If a member falls into arrears with his subscription or other dues, he shall be informed immediately by the Treasurer. If he fails to settle his arrears within 3 weeks of their becoming due, the President may order that his name be posted on VCS's notice board and that he be denied the privileges of membership until he settles his account. If he falls into arrears for more than 3 months, he will automatically cease to be a member and the Committee may take legal action against him provided that they are satisfied that he has received due notice of his debts.
- 6.4 Any additional fund 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**

- 7.1 The supreme authority of VCS is vested in a General Meeting of the members presided over by the President. The General Meeting may be convened, held and conducted physically on-site or by electronic means.
- 7.2 An Annual General Meeting shall be held by 30<sup>th</sup> June of every year.
- 7.3 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 30 voting members, whichever is lesser, and may be called at anytime by order of the 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 months from receiving this request to convene the Extraordinary Meeting.

- 7.4 If the Committee does not within two months after the date of 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 days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on VCS's notice board.
- 7.5 At least two weeks' notice shall be given of an Annual General Meeting and at least ten 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. The particulars of the agenda shall be posted on VCS's notice board four days in advance of the meeting.
- 7.6 Unless otherwise stated in this Constitution, voting by proxy shall not be allowed at all General Meetings.
- 7.7 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 and Honorary Auditors for the following term.
- 7.8 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 week before the meeting is due to be held.
- 7.9 At least 25% of the total voting membership or 30 voting members, whichever is the lesser, present at a General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum.
- 7.10 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.

### **MANAGEMENT & COMMITTEE**

- 8.1 The management of the affairs of VCS shall be entrusted to a Committee consisting of at least 10 members be elected at alternate Annual General Meeting. The members of the Committee comprises:
- (a) A President
  - (b) A Vice-President
  - (c) A Secretary



- (d) A Treasurer
- (e) At least 6 Ordinary Committee Members

- 8.2 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 hold office for a term of not more than two years and shall be eligible for re-election. However, the Treasurer can serve a maximum of two consecutive terms and thereafter, shall be eligible for re-election only after a lapse of at least one term of two years of office.
- 8.3 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 event of a tie, the Chairman of the meeting shall have a casting vote.
- 8.4 A Committee Meeting shall be held when required but at least once in every four (4) months after giving seven (7) days' notice to Committee Members. This may be convened, held and conducted physically on-site or by electronic means. At least one half (1/2) of the Committee Members must be present for its proceedings to be valid.
- 8.5 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 shall be notified to the Registrar of Societies and Commissioner of Charities within two weeks of the change.
- 8.6 The duties of the Committee shall include the organisation and supervision of the day to day activities of VCS and to make decisions towards achieving the objectives of the VCS. 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 Meeting.
- 8.7 Whenever a member of the Committee is in any way, directly or indirectly, has an interest in a transaction or project or any other matter to be discussed at a meeting, the member shall disclose the nature of his interest before the discussion on the matter begins.
- 8.8 The member concerned in Clause 8.7 should not participate in the discussion or vote on the matter, and should also offer to withdraw from the meeting and the Committee shall decide if this should be accepted.



## **DUTIES OF OFFICE-BEARERS**

- 9.1 The President shall chair all General and Committee meetings. He shall also represent VCS in its dealings with outside persons.
- 9.2 The Vice-President shall assist the President and deputise for him in his absence.
- 9.3 The Secretary shall keep all records, except financial, of VCS 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.
- 9.4 The Treasurer shall be responsible for the maintenance of proper books of accounts and records in particular of monies received and all payments made. He shall present to the Committee periodic statements of accounts and annual financial statements at the Annual General Meeting.
- 9.5 Ordinary Committee Members shall assist in the general administration of VCS and perform duties assigned by the Committee from time to time.

## **FUNDS**

- 10.1. The Society may open and maintain accounts at such bank or banks as may be approved by the Committee and all monies received by the Society, subject to such funds as may be retained for petty expenses, shall be deposited therein.
- 10.2. The cheque signatories shall be determined by the Committee. Except for each sum not exceeding \$5,000, which can be jointly signed by 2 executive staff, the cheque signatories shall be jointly the President, Vice President or the Treasurer.
- 10.3. Withdrawal and approval limits for the expenditure shall be determined by the Committee.
- 10.4. The funds of the Society shall not be used for purposes other than for the furtherance of the objects of the Society.
- 10.5. The funds of the Society may be invested from time to time at the discretion of the Committee

## 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 each year's accounts and present a report upon them to the Annual General Meeting.
  - (b) May be required by the President to audit VCS's accounts for any period within their tenure of office at any date and make a report to the Committee.
- 11.3 The financial year shall be from 1<sup>st</sup> January to 31<sup>st</sup> December.

## TRUSTEES

- 12.1 If VCS 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 VCS shall:
- (a) Not be more than 4 and not less than 2 in number.
  - (b) Be elected by a General Meeting of members.
  - (c) Not effect any sale or mortgage of property without the 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 VCS'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 and Commissioner of Charities.

12.5 The address of each immovable properties, name of each trustee and any subsequent change must be notified to the Registrar of Societies and Commissioner of Charities.

### **VISITORS AND GUESTS**

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

### **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 VCS'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 VCS shall not be used to pay the fines of members who have been convicted in a court of law.

14.3 VCS 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 VCS 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 service which adversely affect consumer interests.

14.5 VCS shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

14.6 VCS shall not hold any lottery, whether confined to its members or not, in the name of VCS or its office-bearers, Committee or members unless with the prior approval of the relevant authorities.

14.7 VCS 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.

### **AMENDMENTS 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 and Commissioner of Charities.

### **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 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**

- 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.

### **CESSATION OF CHARITY STATUS**

- 18.1 In the event that the Society ceases to be a registered charity under the Charities Act, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged, and the remaining funds, shall be donated to an Institution or Institutions of a Public Character with similar objectives in Singapore which is or are registered under Charities Act as the members of the Society may determine at the General Meeting convened for the purpose.

### **DISSOLUTION**

- 19.1 VCS shall not be dissolved, except with the consent of not less than 3/5 of the total voting membership of VCS for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose.
- 19.2 In the event that 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 an Institution or Institutions of a Public Character with similar objectives in Singapore which is or are registered under Charities Act as the members of the Society may determine at the General Meeting convened for the purpose.
- 19.3 A Certificate of Dissolution shall be given within seven days of the dissolution to the Registrar of Societies and Commissioner of Charities.