

CONSTITUTION
of the
SOCIETY OF PROJECT MANAGERS

1 NAME AND PLACE OF BUSINESS

1.1 Name: This Society shall be known as the “Society of Project Managers”, hereinafter referred to as the “Society”

1.2 Place of Business: The place of business of the Society shall be at “ **70 Bendemeer Road, #03-01 Luzerne, Singapore 339940**” or such other address as may subsequently be decided upon by the Council 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.

2 OBJECTS AND POWERS

2.1 Objects: The objects of the Society are:

- (a) To promote and develop the science and art of project management and to consider, discuss and resolve all questions and issues relating to or affecting the practice of project management,
- (b) To promote and propagate sound managerial, technical and commercial practices relating to the project management profession with the view of enhancing the quality of professional functions undertaken by members of the Society,
- (c) To stipulate training and experience requirements which may be accepted as qualifications demonstrating adequate competence in the science and art of project management and to examine and certify suitable individuals of the same,

- (d) To promote and support the formal training of project managers at undergraduate and postgraduate levels and to undertake the training of project managers to the extent where the requirements could not be met adequately or effectively from existing training programmes, and
- (e) To promote and develop an infrastructure of mutual support and networking among members of the Society and such other persons, organizations and establishments which are involved in or connected with the practice of the profession of project management.

2.2 Powers: The Society may do such lawful things as are incidental or conducive to the attainment of all or any of the objects as stipulated in paragraph 2.1 hereof. Without limiting the generality of its powers, the Society may

- (a) Undertake such activities as are desirable for the determination of sound technical and management practices relating to the profession of project management and for the adoption of the same by members of the Society,
- (b) Undertake research work on issues which may affect the role, contribution and functions of project managers or which may otherwise improve the practice of project management and on any matter of interest to the profession,
- (c) Gather, collate and compile such technical, economic and other information and data relating to or affecting the profession of project management and disseminate the same (in whole or in part) among members of the Society,
- (d) Print, sell, lend, publish, issue and circulate records of transactions of the Society or any papers, periodicals, books circulars and other literary undertakings or any extracts therefrom as may seem conducive to the attainment of any of the objects of the Society as stated herein,
- (e) Certify suitable members of the Society or such other persons as Corporate Members of the Society in recognition of their skills and expertise in project management,

- (f) Promote, develop and undertake such continuing education programmes and activities as is considered desirable or necessary by the Council for the inculcation, upgrading and improvement of project management expertise and skills and to hold examinations of proficiency in the science or art of project management and to award certificates thereof,
- (g) Provide such advice, counsel and support as requested from time to time by universities and establishments providing formal training programmes at undergraduate and postgraduate levels in project management,
- (h) Provide facilities for interchange with other associations carrying a similar work or with government departments, statutory bodies, educational and scientific bodies engaged in research or matters relating to the work, theory or practice of project management,
- (i) Enter into arrangements for joint working with other associations, societies or institutions, corporations and other bodies (whether government or non-government) relating to any subject affecting the profession or project management,
- (j) Arrange for alliance or affiliation with any institution, association or society with similar objects to those of the Society on such terms or conditions as may be deemed by the Council to be in the interests of the Society,
- (k) Create, establish, undertake or execute any trusts or partnership agreement or to form or establish any corporate vehicle conducive to the attainment of any of the objects of the Society as stated herein,
- (l) Acquire by purchase, lease, gift or otherwise any real or personal property and any rights or privileges necessary or convenient for the purposes of the Society and to resell, lease or sub-lease, mortgage, surrender or turn to account, or otherwise dispose of such property, or any part thereof and erect upon such land, any buildings or other structure for the purposes of the Society and to alter, add or maintain the same,

- (m) Invest the monies of the Society not immediately required in such manner as may from time to time be determined by the Council,
- (n) Accept any bequest, gift or donation made to the Society by any person, whether affiliated with the Society or otherwise,
- (o) Borrow any monies required for the purposes of the Society upon such terms and upon such security as may be determined by the Council, and
- (p) Institute, carry on or discontinue any legal proceedings in the name of the Society or of its officers, servants or members for the recovery of any debt or demand claimed by or on behalf of the Society or for the assertion of any actual or supposed rights or privileges of the Society or any member thereof and to defend any legal proceedings commenced against the Society of any member thereof in his capacity of representing the Society and to pay any cost or charge incurred in connection with such legal proceedings.

3. ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

- 3.1 Subscription, Transfer and Entrance Fees:** All Fellows, Ordinary Members, Associate Members and Student Members shall pay such annual subscription, transfer and entrance fees at rates proposed by the Council from time to time and adopted at a General Meeting. Honorary Fellows shall be exempted from payment of all fees.
- 3.2 Date for Payment of Entrance Fees:** Entrance fees are payable within one month of election to membership, in default of which membership may be cancelled by order of the Council.
- 3.3 Date for Payment of Annual Subscription Fees:** All annual subscription fees are due on the 1st day of April for the year then commencing.

- 3.4 Concession of Annual Subscription Fees:** The first annual subscription fees of Fellows, Ordinary Members, Associate Members and Student Members transferred, elected or admitted between the first day of January and the thirty-first day of March in any year, or the increase thereof in the case of transfer during this period, shall be in respect of the year commencing on the first day of April next ensuing.
- 3.5 Payment of Annual Subscription Fees:** Every Fellow, Ordinary Member, Associate Member or Student Member shall be liable for the payment of his annual subscription fee until he has signified to the [Honorary](#) Secretary in writing of his desire to resign, having previously paid all arrears, including the subscription for the year current at the date of his notice, or until he has forfeited his right to remain in, or be attached to the Society.
- 3.6 Arrears of Annual Subscription Fees:** [Action to be taken on member whose annual subscription fee is in arrears shall be according to the byelaws as set up by the Council.](#)
- 3.7 Exemption from Annual Subscription Fees:** The Council may, at its discretion, exempt any member from the payment of annual subscription fees for such period as it deems appropriate where the Council is satisfied that the earning capacity of the member has been adversely affected by virtue of advanced age, ill health or other circumstances as to justify the aforesaid exemption. In such an event, the Council may continue to maintain the member's name on the Membership Roll.
- 3.8 Additional Fund:** Any additional fund required for special purposes may only be raised from members with the consent of the General Meeting of the members.

4 MEMBERSHIP

- 4.1 Categories:** The membership of the Society shall consist of Honorary Fellows, Fellows, Ordinary Members, Affiliates, Associate Members and Student Members. The Voting Members of the Society shall consist of Fellows and Ordinary Members of the Society elected as provided hereunder, and the expression "Voting Members" shall be construed accordingly.

4.2 Honorary Fellows: Honorary Fellows shall be persons whom the Council is desirous to elect on account of their exceptional accomplishment in a field other than project management, including but not limited to law, education or kindred arts or sciences or on account of their services rendered to further or enhance the interest of the profession of project management. Such Honorary Fellows shall remain Honorary Fellows at the pleasure of the Council. Honorary Fellows shall have no voting rights and cannot stand for office.

4.3 Fellows: The Council may elect any person as the Council deems appropriate to be a Fellow of the Society. No person shall be elected as a Fellow who does not satisfy the following conditions:

- (a) Each candidate to be elected as a Fellow has been proposed by one Fellow and seconded by two other Fellows of the Society,
- (b) The candidate is at least 35 years of age, of good character and sound mind,
- (c) The candidate satisfies the Council through an examination that he possesses the requisite technical and management expertise and skills, provided that this condition may be waived if the candidate holds a degree or an equivalent professional qualification in engineering, architecture, building, construction management or other cognate discipline issued by a recognized university or institution of learning which is acceptable to the Council and
- (d) The candidate has accumulated such practical experience in project management as required by Regulations issued by the Council (and as amended from time to time) for election of Fellows of the Society.

Notwithstanding the conditions set in this clause, the founding members subscribing to the formation of the Society shall be Fellows of the Society upon its registration.

4.4 Ordinary Members: The Council may elect as Ordinary Members such persons whom the Council considers to possess requisite qualifications and experience in project management, provided that no person shall be elected as an Ordinary Member who does not satisfy the following conditions:

- (a) Each candidate to be elected as an Ordinary Member has been proposed by one Voting Member and seconded by two other Voting Members of the Society,
- (b) The candidate is at least 21 years of age, of good character and sound mind,
- (c) The candidate satisfies the Council through an examination that he possesses the requisite technical and management expertise and skills, provided that this condition may be waived if the candidate holds a degree or an equivalent professional qualification in engineering, architecture, building, construction management or other cognate discipline issued by a recognized university or institution of learning which is acceptable to the Council and
- (d) The candidate has accumulated such practical experience in project management as required by Regulations issued by the Council (and as amended from time to time) for election of Fellows of the Society.

4.4A The Council may elect as Affiliates such persons whom the Council is of the view will be in a position to advance the objectives of the Society.

4.5 Associate Members: The Council may elect as Associate Members such persons whom the Council considers to possess requisite qualifications in project management, provided that no person shall be elected as an Associate Member who does not satisfy the following conditions:

- (a) Each candidate to be elected as an Associate has been nominated by one Voting Member and seconded by two other Voting Members of the Society,

- (b) The candidate is at least 21 years of age,
- (c) The candidate holds a degree or an equivalent professional qualification in engineering, architecture, building, construction management or other cognate discipline issued by a recognized university or institution of learning which is acceptable to the Council and
- (d) The candidate is employed in a business, vocation or office of employment which provides him/her with suitable opportunities to gain practical experience in project management with the view of qualifying for Voting Membership of the Society.

4.6 Student Members: The Council may elect as Student Members such persons who are engaged in full time studies with a recognized university or institution of learning with the view of preparing for a career in project management, engineering, architecture, building, construction management provided that no person shall be elected as an Student Member who does not satisfy the following conditions:

- (a) Each candidate to be elected as a Student Member has been nominated by one Voting Member and seconded by two other Voting Members of the Society and,
- (b) The candidate is at least 18 years of age.

5 MEMBERSHIP ELECTION AND TRANSFER TO FELLOWSHIP

5.1 Honorary Fellows: The election of an Honorary Fellow shall be effected by the Council and the candidate so elected shall be informed without delay.

5.2 Fellows, Ordinary Members and Associate Members: Every proposal for the election of Fellow, Ordinary Member or Associate Member shall be duly completed on prescribed forms (together with the particulars of the proposer and the required seconders) and delivered to the **Honorary** Secretary. The **Honorary** Secretary shall submit the proposal to the Council who shall determine whether the candidate is eligible for election and the class for which he is eligible. If the Council decide that the candidate is eligible for election, the Chairman

of the meeting of the Council shall sign the proposal on which shall be stated the class of which the candidate is eligible. A list of such candidates shall as soon as possible after such meeting of Council, be published and issued to all Voting Members. After the expiry of one calendar month from the date of such publication, during which time the **Honorary** Secretary shall receive for report to the Council comments regarding the qualifications, experience and character of any candidate, the Council may, if satisfied that the candidate is fit and proper to be elected as proposed, declare the candidate elected.

5.3 Transfer of Ordinary Membership to Fellowship: Every proposal for transferring an Ordinary Membership to Fellowship shall be duly completed on prescribed forms (together with the particulars of the proposer and the seconders) and delivered to the Secretary. The Secretary shall submit the proposal to the Council who, subject to the conditions laid down herein the Constitution may, if they think fit, approve the proposed transfer and declare the candidate elected.

5.4 Admission of Student Members: Every application for admission as a Student Member shall be made on prescribed forms and submitted to the **Honorary** Secretary together with documentary evidence verifying that the candidate is a student taking a regular course of study in a recognized university or institution of learning. The **Honorary** Secretary shall submit the application to the Council who, subject to the conditions laid down herein the Constitution may, if they think fit, admit the candidate as a Student Member.

5.5 Certification of Election: Every person who has been elected and has paid all entrance, annual subscription and transfer fees (where applicable) shall receive a certificate of his election. This certificate shall remain the property of the Society and in the event of the holder ceasing to be a member otherwise than by death or voluntary retirement shall on request be returned to the Society.

6. MEMBERSHIP PRIVILEGES

Voting Members: All Fellows and Ordinary Members of the Society are entitled to :

- (a) attend and vote at General Meetings of the Society as provided in the Constitution,

- (b) present themselves, at Annual General Meetings, to be elected to the Council or to any office on the Council subject to the provisions of the Constitution governing Council Elections,
- (c) signify their association with the Society in a manner which attests to the professional qualification and experience recognized by the Society. A Fellow of the Society shall be entitled to describe himself as such and affix after his name the designatory letters "F.S.Proj.M." An Ordinary Member of the Society shall be entitled to describe himself as such and affix after his name the designatory letters "M.S.Proj.M." and
- (d) participate in such other activities receive such other privileges and benefits which may be extended to Voting Members of the Society.

Honorary Fellows: An Honorary Fellow of the Society is entitled to describe himself as such and affix after his name the designatory letters "Hon.F.S.Proj.M." He shall be entitled to attend all General Meetings of the Society and to receive copies of the publications of the Society as the Council may from time to time prescribe. An Honorary Fellow shall not hold himself as a person who has been accredited by the Society to possess the requisite professional qualification and experience for the discharge of the professional functions of a project manager.

Associate Members and Student Members: An Associate Member of the Society shall be entitled to describe himself as such and affix after his name the designatory letters "AM.S.Proj.M.". Associate and Student Members have no right to vote at General Meetings of the Society. They shall not hold themselves out as Voting Members of the Society or represent themselves as having been accredited by the Society to possess the requisite professional qualification and experience for the discharge of the professional functions of a project manager. They shall be entitled to attend **General Meetings** and all other Meetings of the Society and to receive copies of the publications of the Society as the Council may from time to time prescribe.

7. SUPREME AUTHORITY AND GENERAL MEETINGS

Authority: The supreme authority of the Society is vested in the General Meeting of the members presided by the President.

7.2 **Annual General Meeting:** An Annual General Meeting shall be held in June of each year. The following matters shall be included in the agenda of each Annual General Meeting:

- (a) To consider and receive the Annual Report of the Council for the year immediately ending,
- (b) To consider and receive the accounts of the Society for the year immediately ending,
- (c) Where the date of an Annual General Meeting coincides with the expiry of the term of office of the council of the society, the agenda of the Annual General Meeting shall include the election of Office Bearers, the other Council Members and the Honorary Auditors for a new term of office.

7.3 **Extraordinary General Meeting:** At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than 25 percent of the Corporate Members and may be called at anytime by order of the Council. 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 calendar months from the date of receipt of the request to convene the Extraordinary General Meeting. In the event that the Council does not, within two calendar months after the date of the receipt of the said 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 14 days' notice to Voting Members which notice shall set out the business to be transacted and the date, time and place of the meeting. A copy of the notice shall be posted on the premises of the Society's place of business on the same day the notice is served on the Voting Members.

- 7.4 **Notices of General Meetings:** At least two weeks notice shall be given of an Annual General Meeting or Extraordinary General Meeting. Notice of meeting stating the agenda, the date, time and place of meeting shall be sent by the **Honorary** Secretary to all Voting Members. The particulars of the agenda shall be affixed in the Society's premises four days in advance of the meeting.
- 7.5 **Additional Items on the Agenda:** Any Voting Member who wishes to place an item on the agenda of a General Meeting may do so provided that the **Honorary** Secretary is notified of the same seven calendar days before the date of the General Meeting.
- 7.6 **Quorum:** A quorum for any general meeting is constituted by the presence of at least one-quarter of the total number of Voting Members appearing on the Membership Roll of the Society or 30 Voting Members, whichever is less. In the event of a quorum not being present within thirty minutes of the time fixed for the commencement of the meeting, the meeting shall stand adjourned to the same place and the same day half an hour after the adjournment. Should the number of Voting Members then present be insufficient to form a quorum, those present shall form a quorum but they shall have no power to amend the Constitution.
- 7.7 **Voting:** At General Meetings, except where it is provided to be contrary in the Constitution, all questions shall be decided according to the majority of votes properly cast thereat. In the case of equality the Chairman of the meeting shall have a casting vote. Voting shall be by a show of hands unless the majority of the members present at the General Meeting decides that it shall be by way of a secret ballot.

8 MANAGEMENT AND COUNCIL

- 8.1 **Nature of Governing Body:** The affairs of the Society shall be managed by a body to be called the "Council" which shall be the governing body of the Society. The Council shall consist of such members of the Society holding such qualifications to be elected and to hold office for such periods and on such terms as prescribed hereunder. Members of the Council shall not be paid or receive any remuneration or fees for acting as such and no Member of the Council shall be appointed to any salaried office of the Society.

- 8.2 Authority of the Council:** The direction and management of the concerns and affairs of the Society shall be vested in the Council, subject only to the provisions of the Constitution, resolutions of the Voting members at General Meetings and such regulations as the Council may lay down from time to time for the conduct of the Society's business.
- 8.3 Decision by Council:** The decision of the Council on all matters dealt with by them in accordance with the Constitution.
- 8.4 Duty of the Council:** The Council shall organize and supervise the daily activities of the Society. The Council 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 Meeting.

9. COMPOSITION AND TENURE OF THE COUNCIL

- 9.1 Council Members:** The Council shall consist of **nineteen** members who shall be called "Council Members" as follows :
- (a) The President
 - (b) First Vice-President
 - (c) Second Vice-President
 - (d) Third Vice-President
 - (e) The **Honorary** Secretary
 - (f) The Assistant **Honorary** Secretary
 - (g) The **Honorary** Treasurer
 - (h) The Assistant **Honorary** Treasurer
 - (i) **Immediate Past President**
 - (j) **Up to Ten** Ordinary Council Members
- 9.2 Term of Office:** The term of office of the Council shall be two years. All office-bearers, save the **Honorary** Treasurer, may be re-elected to the same post for a consecutive term of office. None shall be elected to more than three consecutive terms in office.

10. COUNCIL ELECTIONS

10.1 Council to consist of Voting Members: The President, the Vice-Presidents, the **Honorary** Secretary, the Assistant **Honorary** Secretary, the **Honorary** Treasurer, **Assistant Honorary Treasurer** and the **ten** Ordinary Council Members shall be elected from amongst Voting Members of the Society. **The Council may co-opt from amongst Voting Members of the Society to fill vacant posts in the Council.**

10.2 Elections of Council Members: Nominations for Council Members shall be proposed and seconded at the Annual General Meeting.

10.3 Elections: Each Council Member shall be elected by a majority of votes properly cast thereat, **except for the Immediate Past President who shall be automatically a member of the Council.** In the case of equality, the Chairman of the meeting shall have a casting vote. Voting shall be by secret ballots of the Voting Members present at the General Meeting.

11 PROCEEDINGS OF THE COUNCIL

11.1 Council Meetings: The Council shall meet as often as the business of the Society requires and at least once every 3 months and may act notwithstanding any vacancy in their body.

11.2 Notices of Council Meetings: Unless the Council unanimously resolves otherwise, at least seven days notice shall be given of all Council Meetings. Notices of meeting stating the agenda, the date, time and place of meeting shall be sent by the **Honorary** Secretary to all Council Members. The President may call a Council Meeting at any time by giving five days notice.

11.3 Quorum: A quorum shall be constituted by the presence of a simple majority of the Council Members.

11.4 Voting: At Council Meetings, except where it is provided to the contrary in the Constitution, all questions shall be decided by a simple majority of votes properly cast thereat. Voting shall be by a show of hands unless the simple majority of the Council Members decides that

it shall be by way of secret ballot. Provided that where in the view of the President there are matters which have to be decided urgently by the Council and that is expedient to do so. The Council shall decide unanimously on such urgent matters as referred by the **Honorary** Secretary by way of circulation with the written endorsement of the President thereon, and the said decisions shall be ratified at the next meeting of the Council.

11.5 Vacancies: The Council may act on any vacancies on the Council as follows:

- (a) In the event of a vacancy occurring in the office of President, the Council may by a simple majority vote appoint the First Vice-President for the office, or co-opt a successor **from** any Voting Member to serve until the next election.
- (b) In the event of a vacancy occurring in the office of any of the Vice-Presidents, the **Honorary** Secretary, the Assistant **Honorary** Secretary, the **Honorary** Treasurer or the Assistant **Honorary** Treasurer, the Council may appoint any suitably qualified Voting Member to fill such vacancy until the next election. Any change in the Council shall be notified to the Registrar of Societies within two weeks of the change.

11.6 Absence from Council Meetings: A Council Member who without leave of the Council is absent either from three consecutive Council Meetings in any year shall be deemed to have vacated his office, subject to the Council so resolving.

12. DUTIES OF THE OFFICE-BEARERS

12.1 President: The President shall :

- (a) preside over the formulation of all decisions which involve or affect the society at the policy level;
- (b) take the Chair at all General meetings of the Society and of the Council at which he is present and regulate the proceedings thereof;

- (c) represent the Society in all its dealings and relations with external parties and bodies, provided that the President may, at his discretion, appoint another Office-Bearer or member of the Society to represent him in appropriate circumstances.

12.2 Vice-Presidents: All the Vice-Presidents shall assist the President in the discharge of his duties. The President shall appoint one of the Vice-Presidents to deputize for him in his absence.

12.3 Honorary Secretary : The Secretary shall, under the direction of the Council, :

- (a) keep all records, except financial, of the the Society and shall be responsible for their correctness,
- (b) conduct all correspondence of the Society,
- (c) attend the Concil Meetings of the Society,
- (d) take minutes of the proceedings of all General and Council Meetings,
- (e) read the minutes of the preceding Meetings and such communications as may be ordered to be read,
- (f) maintain an up-to-date Register of Members at all times,
- (g) superintend the publication of such papers as the Council may direct and
- (h) have charge of the records, archives and the library.

He shall, with the approval of the Council, appoint such persons as may be necessary to assist in the discharge of his duties. He shall be in charge of all persons employed by the Society, and shall generally conduct the ordinary business of the Society.

12.4 Assistant Honorary Secretary: The Assistant Secretary shall assist the Secretary in the discharge of all his functions and shall deputize for the Secretary in the latter's absence.

12.5 Honorary Treasurer: The Treasurer shall

- (a) keep all funds and collect all fees, subscriptions and other income of the Society,
- (b) disburse all moneys in respect of such expenditure or investments as may be approved by the Council and;
- (c) keep an account of all monetary transactions and shall be responsible for their correctness and the same to the Council and the Annual General Meeting for inspection and approval.

Cheques etc for withdrawals from the bank shall be signed by the Treasurer and either the President or the Vice-Presidents or the Secretary.

12.5A Assistant Honorary Treasurer: The Assistant Honorary Treasurer shall assist the Honorary Treasurer in the discharge of all his functions and shall deputize for the Honorary Treasurer in his absence.

12.6 Ordinary Council Members: Ordinary Council Members shall assist in the general administration of the activities and affairs of the Society and perform duties assigned by the Council from time to time.

13. AUDIT AND FINANCIAL YEAR

13.1 Honorary Auditors: Two Voting Members, not being Council Members for the time being, shall be elected as Honorary Auditors at each alternative Annual General Meeting. Honorary Auditors shall hold office for a term of two years and shall not be entitled to be re-elected for a consecutive term. They shall

- (a) audit the annual accounts for each of the two years and present a report upon them to the Annual General Meeting and
- (b) whenever required to do so by the President, audit the Society's accounts for any period within their tenure of office and present a report thereon to the Council.

13.2 Financial Year: The financial year of the Society shall commence on the 1st day of April each year and terminate on the 31st day of March of the following year.

14 PROFESSIONAL CONDUCT AND DISCIPLINARY PROCEDURES

14.1 Professional Conduct: All Voting and Associate Members shall uphold the dignity, standing and reputation of the Society. For the purpose of ensuring the fulfillment of this requirement, the Council may make, amend, review and rescind Rules to be observed by Voting and Associate Members with regard to their conduct in any respect which may be relevant to their position or intended position as members of the Society and may publish direction or pronouncements as to specific conduct which is to be regarded as proper or improper as the case may be.

14.2 Convictions: If an Honorary Fellow, Fellow, Voting Member, Associate Member or Student Member is convicted by a competent tribunal of felony, embezzlement, larceny, misdemeanor or other offence which in the opinion of the Council renders him unfit to be a member, the Council shall have the right to expel him from the Society and delete his name for the Membership Roll.

14.3 Disciplinary Action by Council: Where the Council is of the opinion that the conduct of any Honorary Fellow, Fellow, Voting Member, Associate Member or Student Member should become the subject of enquiry with a view of ascertaining whether, in the interests of the Society, there are grounds for disciplinary action, or where twenty or more Voting members shall think fit to draw up and sign a proposal for disciplinary enquiry to be taken against an Honorary Fellow, Fellow, Voting Member, Associate Member or Student Member on any ground whatsoever, and deliver the same to the [Honorary](#) Secretary to be laid before the Council for the consideration of the Council, the Council shall make such enquiry and take such action in accordance with such Disciplinary Regulations as may be promulgated by the Council from time to time.

14.4 Appeal: The Fellow or Member being disciplined shall be entitled to appeal to a General Meeting against the decision of the Council made pursuant to Paragraph 14.3. A General Meeting shall be convened by the Council as soon as practicable for that purpose on request by such Fellow or Member, provided that such request shall be made within two weeks of the receipt of the decision of the Council. The decision of the General Meeting shall be by way of a simple majority and shall be final and binding on such Fellow or Member.

14.5 Disciplinary Committee: For the purpose of Paragraph 14.3 hereof, the Council may establish a Disciplinary Committee consisting of three Voting Members to undertake the whole or any of the part of the enquiry and to recommend to the Council action to be taken in relation the findings of the enquiry or such part of the enquiry as has been entrusted to the said committee. The Disciplinary Committee shall be entitled to elect from amongst the members a Chairman and determine the procedures which the Committee should adopt with regard to the enquiry. The decision of the Committee on all procedural matters shall be final. Within one month from the date of submission of the Committee's findings and recommendations, the Council shall elect to accept in whole or in part the recommendations of the Disciplinary Committee.

14.6 Suspension of Membership Privileges : Notwithstanding paragraph 3.6 hereof, where the annual subscription fee of any Fellow, Ordinary Member, Affiliate, Associate Member or Student Member is in arrears for a period of 12 months or for such other period as the Council may stipulate, the Council may, at its absolute discretion, suspend the voting rights and other membership privileges of such Fellow, Member, Associate Member or Student Member until such subscription fees are paid and settled together with any interest thereon as the Council may demand.

15. TRUSTEES

15.1 Acquisition of Immovable Property: If the Society shall at any time acquire any immovable property, such property shall be vested in trustees subject to a declaration of trust. The addresses of immovable properties, names of trustees and any subsequent changes thereto must be notified to the Registrar of Societies.

15.2 Appointment and Powers: The trustees of the Society shall be elected by a General Meeting of members and shall not be less than two in number nor exceed four in number. The instrument of appointment shall be in writing and shall state the terms of the trust and stipulate that the trustees shall not be empowered to effect any sale or mortgage of property without the prior approval of Voting Members of the Society at a General Meeting.

15.3 Tenure: 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.

15.4 Additional Appointments of Removal: 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 Society'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.

16. PROHIBITIONS

16.1 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 character into the premises is prohibited.

16.2 The funds of the Society shall not be used to pay the fines of members who have been convicted in Court.

16.3 The Society 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.

- 16.4 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 or any discount, allowance or rebate relating to any goods or service which adversely affect consumer interests.
- 16.5 The Society shall not indulge in any political activity or allow its funds or premises to be used for political purposes.
- 16.6 The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its office-bearers, Council or members unless with the prior approval of the relevant authorities.
- 16.7 The Society shall not raise funds from the public for whatever purposes without the prior approval in writing of the Director, Criminal Investigation Department and other relevant authorities.

17. AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution: No alteration, addition or deletion to the Constitution shall be made unless the same has received

- (a) the consent of not less than two-thirds of the vote of Voting Members present at an Extraordinary General Meeting duly convened for the purpose.
- (b) the prior sanction of the Registrar of Societies, Singapore.

18. INTERPRETATION AND RULES

- 18.1 Matters not Provided for in the Constitution:** The Council may decide on and deal with any question pertaining to the day-to-day administration not expressly provided for in the Constitution in any way as it deems fit and such decision shall be final unless it is reversed at a General Meeting convened pursuant to this provision.

18.2 **Rules and Regulations:** The Council shall be empowered to promulgate rules which are consistent with the Constitution on any matter relating to the conduct of any Fellow, Ordinary Member, Affiliate, Associate Member or Student Member and in relation to any business or matter which the Society transacts in pursuit of its objectives.

19. DISPUTES

In the event of any dispute arising amongst Voting Members, they shall attempt to resolve the matter at an Extraordinary General Meeting duly convened for the purpose. Should the said members fail to resolve the matter at such a meeting, they may bring the matter to a court of Law for settlement.

20. DISSOLUTION

20.1 Consent of Voting Members: The Society shall not be dissolved, except with the consent of not less than two-thirds of the total Voting Membership of the Society for the time being resident in Singapore expressed either in person or by proxy at a General meeting convened for the purpose.

20.2 Discharging Debts and Liabilities: 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 disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.

20.3 Certificate of Dissolution: A Certificate of Dissolution shall be issued under the hand of the President, **Honorary Secretary** and **Honorary Treasurer** within seven days of the dissolution to the Registrar of Societies.