



CONSTITUTION OF SATHYA SAI SOCIAL SERVICE (SINGAPORE)

NAME

1. The Society shall be known as the Sathya Sai Social Service (Singapore) hereafter referred to as 'Society'.

PLACE OF BUSINESS

2. Its place of business shall be at '2, Buangkok Green, Singapore 539749' or such other address as may subsequently be decided upon by the Committee 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.

MISSION AND OBJECTS

- 3.1 Its mission is to be a widely respected social service organisation in Singapore providing holistic and quality service to all.
- 3.2 Its objects are:
 - a. To initiate, organise and manage such forms of relief, welfare, health and legal aid schemes, programmes and services for the destitute, needy, and disadvantaged aged individuals and groups.
 - b. To provide shelter and care for destitute persons under the provisions of the Destitute Persons Act, 1989.
 - c. To provide shelter, medical and nursing care and rehabilitation services to the needy aged/sick and handicapped.
 - d. To provide specialist medical care for the needy.
 - e. To undertake family life education programmes with a view to strengthen family life and ties.
 - f. To provide child development services.
 - g. To provide humanitarian relief in Singapore.
 - h. To do all that is necessary, incidental or conducive, including the incorporation of a company, to the attainment of the objects or any of them. The Society is required to inform Registrar of Societies in writing that the setting-up of the companies is in line with their overall objectives.

MEMBERSHIP QUALIFICATIONS AND RIGHTS

- 4.1 Membership is open to all Singapore Citizens and Singapore Permanent Residents who are above 18 years of age.

- 4.2 There are three categories of membership:
- a. **Ordinary Membership:**
Members who are able to meet the obligation listed in the "Statement of 4S' Members' Responsibilities"
 - b. **Associate Membership:**
Members who are not able to meet the obligation listed in the "Statement of 4S' Members' Responsibilities" owing to reasons such as being granted overseas leave, suffering from an illness or frequent absenteeism from general meetings or 4S activities
 - c. **Honorary Membership:**
Members who are prominent figures in the community or experts recruited through personal contact
- 4.3 Only Ordinary Member is entitled to voting privilege at General Meetings.
- 4.4 Any member may resign by giving notice in writing to the Honorary Secretary.
- 4.5 Membership will be automatically withdrawn upon the receipt of notification of any of the following instances by the Honorary Secretary:
- Death
 - Bankruptcy or conviction of criminal offences that carry a minimum number of jail time
 - Known to be prejudicial to 4S' interest
 - Known to have tarnished the name of 4S
 - Brought 4S into disrepute
 - Contravened 4S' Constitution and its Code of Ethics
 - Conduct unbecoming of a 4S member
- 4.6 An Ordinary Member will be transferred to the Associate Member category if he
- is absent from Singapore for a cumulative period of more than two consecutive years during his period of membership
 - fails to participate in 4S' activities/programmes/services for two consecutive years without an explanation satisfactory to the Executive Committee; or
 - fails to attend the Annual General Meeting for two consecutive years without an explanation satisfactory to the Executive Committee

APPLICATION FOR MEMBERSHIP

- 5.1 A person wishing to join the Society should submit his particulars to the Secretary on a prescribed form.
- 5.2 The Committee will decide on the application for membership.
- 5.3 A copy of the Constitution shall be furnished to every approved member.

ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

- 6.1 There shall be no entrance fee or subscription payable for all members. The funds of the Society shall be derived from free-will offerings.
- 6.2 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 the Society is vested in a General Meeting of the members presided over by the President.
- 7.2 An Annual General Meeting shall be held within six months after the closure of the financial 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 the lesser, and may be called at any time 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 General Meeting.
- 7.4 If the Committee does not within two months after the date of the receipt of the written request proceed to convene an Extraordinary General Meeting, the members who requested the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving 10 days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Society's notice board.
- 7.5 At least two weeks' notice shall be given of an Annual General Meeting and at least 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. The particulars of the agenda shall be posted on the Society's notice board four days in advance of the meeting.
- 7.6 Unless otherwise stated in this Constitution, voting by proxy is 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 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 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 of the existing Constitution.

MANAGEMENT AND COMMITTEE

- 8.1 The administration of the Society shall be entrusted to a Committee consisting of the following to be elected at alternate Annual General Meeting:
- President
 - Two Vice Presidents
 - Honorary Secretary
 - Assistant Honorary Secretary
 - Honorary Treasurer
 - Assistant Honorary Treasurer
 - Four Ordinary Committee Members
- 8.2 Names of the above offices shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. All office-bearers may be re-elected to the same or related post for a consecutive term of office but the Treasurer or Assistant Honorary Treasurer who shall not serve in the same or related post for more than two consecutive terms. The term of office of the Committee is two years.
- 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 the event of a tie, the Chairman of the meeting shall have a casting vote).
- 8.4 Committee Meeting shall be held at least four times a year. At least seven days' notice shall be given to Committee Members. The President may call a Committee Meeting at any time by giving five days' notice. At least half of the Committee Members must be present for its proceedings to be valid.
- 8.5
- a. Any member of the Committee who is absent from two meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee. The Committee shall also have power at any time to accept the resignation of any committee member or may by ordinary resolution remove any committee member before the expiration of the member's period of office.
 - b. In the event of such withdrawal, resignation or removal, a successor may be appointed by the Committee from members of the Committee to serve until the next General Meeting. The successor shall be eligible for re-election but shall not be taken into account in determining the committee members who are to retire by rotation at that meeting.
 - c. Any changes in the Committee shall within seven days of the change be notified to the Registrar of Societies, the Commissioner of Charities or the Sector Administrator.
- 8.6 The duty of the Committee is to organise and supervise 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 always remains subordinate to the General Meeting.
- 8.7 At any meeting of the Executive Committee where a vote is called for and in the event of equality of votes cast, the President of the Society or Chairman of the meeting shall have a second or casting vote.

- 8.8 a. Whenever a member of the Executive Committee is in any way, directly or indirectly, has an interest in a transaction or project or other matter to be discussed at a meeting, the member shall disclose the nature of his interest before the discussion on the matter begins.
- b. The member concerned should not participate in the discussion or vote on the matter, and should also offer to withdraw from the meeting and the Executive 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 the Society 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 Honorary Secretary shall keep all records, except financial, of the Society and shall be responsible for their correctness. He will keep minutes of all General and Committee meetings. He shall maintain an up-to-date Register of members at all times.
- 9.4 The Assistant Honorary Secretary shall assist the Honorary Secretary and deputise for him in his absence.
- 9.5 The Honorary Treasurer shall keep all funds and collect and disperse all monies on behalf of the Society and shall keep an account of all monetary transactions and shall be responsible for their correctness. He is authorised to expend up to \$5,000.00 per month for petty expenses on behalf of the Society. He will not keep more than \$5,000.00 in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee. Cheques, etc for withdrawal from the bank will be signed by the Honorary Treasurer or the Assistant Honorary Treasurer and countersigned by either the President or the Vice-President or the Honorary Secretary.
- 9.6 The Assistant Honorary Treasurer shall assist the Honorary Treasurer and deputise for him in his absence.
- 9.7 Ordinary Committee members shall assist in the general administration of the Society and perform duties assigned by the Committee from time to time.

AUDIT AND FINANCIAL YEAR

- 10.1 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 re-appointment.
- 10.2 a. The accounts of the Society shall be audited once a year by a Certified Public Accountant as soon as possible after the close of the financial year.
- b. In the event that the society is approved as an Institution of a Public Character under the Charities Act, the accounts shall be audited annually by a Certified Public Accountant who must be approved by the Commissioner of Charities or the Sector Administrator. The appointment of or any change of the auditor must have the prior approval of the Commissioner of Charities or the Sector Administrator.

10.3 The financial year shall be from 1st April to 31st March.

TRUSTEES

11.1 If the Society 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 Society shall:

- a. Not be more than four and not less than two 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.

11.3 The office of trustees 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.

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 on 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 and the Commissioner of Charities.

11.5 The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

VISITORS AND GUESTS

12. 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.

PROHIBITIONS

13.1 Gambling of any kind, whether for stakes or not, is forbidden on the Society's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.

13.2 The funds of the Society shall not be used to pay the fines of members who have been convicted in court of law.

13.3 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.

- 13.4 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 services which adversely affect consumer interests.
- 13.5 The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 13.6 The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its office-bearers, Committee or members unless with the prior approval of the relevant authorities.
- 13.7 The Society 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

14. No alteration or addition to this Constitution shall be made except a General Meeting and with the consent of two-third 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 the Commissioner of Charities or Sector Administrator.

INTERPRETATION

15. In the event of any question or matter pertaining to the day-to-day administration which is not expressly provided for in this Constitution, the Committee shall have 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

16. 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

17. In the event that the Society ceases to be a registered charity under the Charities Act, all debts, liabilities legally incurred on behalf of the Society shall be fully discharged, and the remaining funds will be contributed to other institutions of a public character with similar objectives in Singapore which are registered under the Charities Act as the members of the Society may determine at the General Meeting, unless otherwise allowed by the Commissioner of Charities or the Sector Administrator.

DISSOLUTION

- 18.1 The Society shall not be dissolved, except with the consent of not less than three-fifth 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.

- 18.2 In the event of the society being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged and the balance of funds belonging to the Society will be donated to Institution or Institutions of a Public Character with similar objectives in Singapore which is or are registered under the Charities Act as the members of the Society may determine at the General Meeting.
- 18.3 A Certificate of Dissolution shall be given within seven days of dissolution to the Registrar of Societies, and the Commissioner of Charities or the Sector Administrator.

END

Updated on 19 Jun 19