

THE SINGAPORE KHOH CLAN ASSOCIATION CONSTITUTION

Chapter 1: General

1. Name.

The name of the Association Shall be "The Singapore Khoh Clan Association"

2. Address.

The place of business of the Association is No.81 Amoy Street, Singapore.

3. Objective

The objectives of the Association are:-

- a) To enhance friendliness and promote strong solidarity among the clansmen, perform welfare works for the public as well as for the members of the Association.
- b) If any member of the Association having met with misfortune or difficulties writes to the Association for assistance, it will be the duty of the Association to assist him.

Chapter 2: Membership.

4. Qualifications.

Any clansman of the Khoh (许) clan whether you are male or female, age over 18 and of good conduct who favors the objectives of the Association can send in an application to become a member of the Association.

5. Application for membership.

Any clansman desires to become a member of the Association shall be recommended by a member and required to fill in an application form. After it is approved in the Monthly Executive Committee Meeting, he will then become a full member.

6. Obligations.

- a) On becoming a member, the member shall pay an entrance fee of \$7 and monthly subscription of \$2 and demand for an official receipt.
- b) When collection of funds for welfare works is launched, members should render their best in giving special donation.
- c) Members shall obey the rules of the Association and resolutions of all meeting.

7. Privileges.

- a) All members of the Association shall have the right to vote and be voted.
- b) All members of the Association shall have the right to make suggestion and decide on matters pertaining to improvement and innovation of the Association.
- c) Any member having any difficulty may write to the Association stating the facts and request the Association for assistance but it should be of a rightful nature. The Association has the right to accept or reject such request.
- d) All members of the Association shall have the right to rent for personal use only the Association auditorium.

8. Membership Cancellation

- a) Any member who disobeys the rules of the Association or damages the reputation of the Association may, if found to be true, be expelled from the Association on a decision made by the joint Executive Committee and Supervisory Committee Meeting.
- b) Any member expelled from the Association cannot claim back the entrance fee, monthly subscriptions or donation in cash or kind which have been made to the Association.

Chapter 3: Organization.

9. General Meeting.

The General Meeting shall be the highest authority of the Association. It shall consist of all the members of the Association and it will be held once a year not later than the month of March. The number of members present to form a quorum shall not be less than 10% of total membership of the Association. Otherwise, the meeting shall delay for an hour.

In the event of there being no quorum at the commencement of the General Meeting, the meeting shall be adjourned for 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.

10. Officers.

The General Meeting shall elect members of the Executive Committee, Supervisory Committee and two Honorary Auditors, all in honorary position.

11. Executive Committee.

The Executive Committee shall consist of thirty-seven members, elected at the General Meeting. Within two weeks after the General Meeting is closed, the Executive Committee members shall then elect among themselves to fill the following posts:-

- a) One President. One First Vice-President.
- b) Seven Vice-Presidents.
- c) One Honorary Secretary. One Asst. Honorary secretary.
- d) One Honorary Treasurer. One Asst. Honorary Treasurer.
- e) One Welfare Officer. One Asst. Welfare Officer.
- f) One Chinese Correspondence Officer. One Asst. Chinese Correspondence Officer.
- g) One English Correspondence Officer. One Asst. English Correspondence Officer.
- h) One Liaison Officer. One Asst. Liaison Officer
- i) One Education Officer. One Asst. Education Officer.
- j) One Supervising Officer. One Asst. Supervising Officer
- k) Three Supervisors
- l) Seven Executive members.
- m) One Auditor. One Asst. Auditor.

Unless with the prior approval in writing of the Registrar or an Assistant Registrar of Societies, majority of the Executive Committee Members shall be Singapore Citizens. In addition, the President, Honorary Secretary, Honorary Treasurer and their deputies shall be Singapore Citizens or Singapore Permanent Residents. Foreign Diplomats shall serve as Executive Committee Members.

12. Supervisory Committee.

The Supervisory Committee shall consist of five member and two Reserves. From among the five members one will be elected as Chairman and one will be elected as Vice-Chairman of the Supervisory Committee.

13. Property.

The Association is situated at No. 81 Amoy Street which was purchased in August.1954.

14. Trustees.

- a) Four trustees of the Association shall be appointed on the recommendation of the Executive Committee and Supervisory Committee and confirmed by the General Meeting
- b) The trustees of the Association shall be persons who are:-
 - (i) Virtuous and eminent.
 - (ii) Over thirty years of age.
 - (iii) Not a bankrupt nor a criminal.
- (c) The trustees shall be subject to the following restrictions:-
 - (i) Any trustee may resign at any time
 - (ii) Any trustee, who unfortunately dies, becomes mentally ill, becomes disabled, or leaves the country for over a year shall be deemed to have resigned.
 - (iii) No trustee shall make use of the name of the Association and its property for personal gains.
 - (iv) If a trustee is guilty of misconduct as to render him unsuitable to continue as a trustee, a General Meeting may be held to remove him from his trusteeship and appoint another suitable person to replace him.
 - (v) The trustees shall have no power to sell any property of the Association but when a resolution has been passed at a General Meeting to do so, they shall carry out according to the resolution.
 - (vi) If the resolution to remove the trustee from his trusteeship as in para. (iv) above has been passed at a general meeting and the trustee concerned has been notified, the Registrar of Societies should be notified within fourteen days.
 - (vii) After the Registrar of Societies has been notified as in para. (vi) above, the Association shall appoint another trustee within one month and proceed with the matter of trusteeship.

Chapter 4: Duties.

15. The duties of the General Meeting shall be:-

- a) To amend rules.
- b) To confirm the appointment of trustees.
- c) To make decision on estimates of expenditure.
- d) To approve purchase and sale of property.
- e) To appoint Honorary President.
- f) To approve other important matters which should be approved by the General Meeting.

16. Executive Committee:

The Executive Committee shall:-

- a) Carry out the resolutions passed by the General Meeting.
- b) Co-opt Reserve to fill vacancy of Committee member who has resigned.
- c) Make preparation for election of new office bearers.
- d) Stipulate rules and regulations of the various sections.
- e) Report at the General Meeting the annual affairs of the Association.
- f) Report at expenditure and the financial position.
- g) Have power to approve and reject any application for membership.
- h) Consider carefully whether or not to accept and deal with any written request from member having confronted with difficulties or having dispute with any other person for a satisfactory solution.
- i) Form a provisional sub-committee to deal with any special matter of the Association.
- j) Approve a sum of not more than \$2000 each time for any expenditure or purchase of furniture etc. of the Association which is considered necessary other than that contributed by members or approved by the General Meeting.

- k) Have power to consider and decide on any letter or resignation.
- l) Have power to engage employees and discharge them.
- m) Make plans on matters pertaining to improvement and innovation of the Association.
- n) Deal with all other daily affairs of the Association.
- o) Manage finance and control all the property of the Association.

17. President.

- a) The President shall:-
 - (i) Represent the Association in its external affairs.
 - (ii) Manage internally all the affairs of the Association and supervise the various sections to perform all decisions made.
 - (iii) Take custody of the seal of the Association, sign important documents and, in conjunction with the Honorary Secretary and Honorary Treasurer sign cheque.
 - (iv) Convene general meeting and preside at all meetings.
 - (v) Take custody all property documents and important documents of the Association.
- b) The First Vice-President shall:-
 - (i) Assist the President in carrying out various affairs of the Association.
 - (ii) Act for the President during his absence in carrying out all his duties.
- c) The Vice-President shall:-
 - (i) Assist the President in carrying out various affairs of the Association.
 - (ii) Act for the President in his absence in carrying out his duties.

18. Standing Affairs Executive officers

The Standing Affairs Executive Officers shall assist the President and First Vice-President in carrying out all the affairs after the Monthly Executive Meeting ended.

19. The Honorary Secretary shall:-

- a) Be responsible for carrying out all affairs of the Association other than those of the various sections.
- b) Direct and assist the various sections in performing all matters.
- c) Sign cheques in conjunction with the president and Honorary Treasurer.
- d) Convene monthly meeting.

20. The Honorary Treasurer shall:-

- a) Be responsible for the finance of the Association and take custody of pass-book and correspondence to and from the bank.
- b) Sign cheques in conjunction with the President and Honorary secretary.
- a) Prepare a financial statement monthly showing the receipts and expenditure of that month and report at the Monthly Executive Meeting. He shall also affix his signature on the financial statement in token of responsibility.

21. Correspondence Officer:-

- a) The Chinese Correspondence Officer shall be responsible for drafting correspondence of the Association and taking down minutes of various meetings'.
- b) The English Correspondence Officer shall be responsible for drafting or translating English correspondence of the Association and if necessary doing interpretation.

22. The Welfare officer shall:-

- a) Responsible for the welfare of members and assisting the President in settling disputes.
- b) Head of the Mediation Section by default.

23. The Social Officer

The Social Officer shall represent the Association in social matter externally.

24. Vice-Chairman of various sections.

The Vice-Chairman of various sections shall assist their respective Chairman in their duties.

25. The Supervisory Committee.

The Supervisory Committee member's functions shall be as follows:-

- a) In accordance with the rules of the Association examine and determine punishment on the office-bearers and members who violate the rules of the Association.
- b) Examine the Executive committee's receipts and expenditure of the Expenditure of the Executive Committee's accounts.
- c) Inspect how the affairs of the Association are being carried out.
- d) Make suggestions pertaining to improvement and innovation of the Association.
- e) Attend joint Supervisory Committee and Executive Committee meetings.
- f) Have power to attend Monthly Executive Meetings.

26. The Education Officers shall:-

- a) Find ways and means to raise money from members for the Education Fund.
- b) Organise scholarship and bursary giving ceremony to members' children at end of each academic year.
- c) Prepare information relating to giving of scholarship and bursary to members' children for the Executive Committee's scrutiny and approval for implementation.
- d) Carry out other matters relating to education.

Chapter 5. Election.**27. Time:-**

The election of the Executive Committee and Supervisory Committee members shall be held once in every two years in March at the General Meeting.

28. Methods:-

- a) Members of Executive Committee and Supervisory Committee shall a month before the end of their term of office organize a Preparatory Election Committee to be responsible for preparations to elect new office-bearers. The number of members of the Preparatory Election Committee shall be provisionally decided by the executive Committee.
- b) Having been elected and informed of same in writing, a committee member shall be deemed to have accepted his post if he does not write in within a week to object or resign.
- c) The committee members shall, within two weeks of their having been elected, elect among themselves to fill the various posts.
- d) If in voting any member of the Executive or Supervisory Committee has the same number of votes, the Chairman of the Preparatory Election Committee shall have power of a casting vote.

29. Term of office.

The terms of office for the Executive Committee members, the Supervisory Committee members and the Auditors shall be two years and, with the exception of the Honorary Treasurer and Auditors, may offer themselves for re-election.

30. Handing over of duties:-

- a) The former office-bearers shall hand over their duties to the new office-bearers within ten days after the latter have been elected.
- b) At the handing over of duties, all the articles and property of the Association shall be listed in a book and to be signed by the new and former office-bearers as a token of responsibility.
- c) The whole list of new office-bearers shall be submitted to the Registrar of Societies within one month of the date of General Meeting.

Chapter 6. Meetings

31. General Meeting.

- a) The General Meeting shall be held not later than the month of March of each year.
- b) The notice to hold a General Meeting shall be issued fourteen days before it is held. The agenda shall be enumerated in the notice and an insertion of the notice made in the press.
- c) In the event of there being no quorum, the meeting shall be held one hour after the time fixed for the meeting irrespective of the number of members present by then.
- d) The meeting held as in paragraph (c) above shall have no power to add, delete or amend any of the existing rules if there is no quorum.

32. Extraordinary General Meeting.

- a) An Extraordinary General Meeting may be convened by the President when it is considered necessary by the Executive Committee or when a requisition for same is jointly signed by not less than fifteen members and approved by the Monthly. Executive Committee Meeting.
- b) If an Extraordinary General Meeting is convened by a joint request, all the members signing the requisition must be present, otherwise it is not valid.
- c) The notice to hold an Extraordinary General Meeting shall be issued ten days before it is held. The agenda shall be enumerated in the notice and an insertion made in the press.

33. Executive Committee.

- a) A Bi-Monthly Executive Committee Meeting will be convened by the Honorary Secretary. The notice shall be issued ten days before the meeting and the agenda shall be enumerated in the notice. More than half of the Executive Committee members present shall form a quorum. When necessary an Emergency Meeting may be convened.
- b) If necessary meeting may be convened by the various sections, but all decisions made shall not be effective unless approved by the Executive Committee.

Chapter 7. Finance

34. Annual expenditure.

- a) The annual expenditure of the Association will be derived from the income of the property of the association, monthly subscription from members and entrance fee.
- b) If there is a deficit in the annual expenditure, the Executive Committee may make a decision to approach the members for special donation.

35. Special expenditure

If required, the Association may approach the members for special donation for special expenditure such as purchase of property, construction or repairs to the Association's premises, anniversary celebration or acquiring more equipments, but such items should be separated from and not be mixed with the annual expenditure.

36. Funds.

- a) The Association's funds shall be deposited with a bank designated by the Executive Committee. To draw out money, the cheque shall be affixed with the Association's seal and signed by any two of the three gentlemen -, namely, the President the Honorary Secretary and the Honorary Treasurer.
- b) The Honorary Treasurer shall be in custody of monies belonging to the Association and shall deposit any money in cash or cheque which exceeds \$2500 into the bank. He shall, in conjunction with the President and Honorary Secretary, sign cheque to draw money.
- c) The Honorary Treasurer shall not directly pay out any money except upon having received a voucher signed by the President or Honorary Secretary.

- d) Every voucher signed by the President or Honorary Secretary shall indicate for what purpose the money is to be used and which account it is to be entered in order to facilitate posting of entry and closing of account
- e) For any sum of money received by the Association, an official receipt shall be issued and signed by the collector.
- f) The Association's receipt books and vouchers shall have duplicates and be serially numbered to facilitate auditing.
- g) The financial statement of the Association shall be prepared once a month and signed by the Honorary Treasurer. It will be audited and countersigned by a member of the Supervisory Committee and after being approved by the Executive Committee at the bi-monthly Executive Committee Meeting.
- h) If the Association has any special expenditure such as purchase of property, construction and repairs to the Association's premises involving a large sum of money, the approval of the general Meeting must be obtained before making the expenditure.
- i) If it is considered necessary to purchase any equipment, the Chairman of various sections will suggest to the Executive Committee and obtain its approval and then obtain a voucher signed by the Honorary Secretary or President to get money from the Honorary Treasurer.

Chapter 8: Commendation.

37. System.

- a) The Supervisory and Executive Committee may appoint those who are virtuous and eminent and who have made contribution to the Association as Honorary President of the Association.
- b) Those who have special contribution to the Association shall be appointed as Honorary Committee Director.
- c) Those who have given a special donation of \$15,000 or more to the Association will be appointed as Permanent Honorary President of the Association.
- d) Those who have given a special donation of \$6,000 or more to the Association will be appointed as Permanent Honorary Committee member of the Association.
- e) The Honorary Advisors, Legal Advisors, Business Advisors and Permanent Honorary Advisors of the Association will be exempted from paying monthly subscription permanently.
- f) The Honorary Advisors, Legal Advisors, Business Advisors and Permanent Honorary Advisors of the Association shall not have the right to vote and to hold office in the Association.

Chapter 9: Gifts.

38.

Any donation in cash or kind given to the Association by the members shall become the property of the Association and cannot be claimed back by the members at any time.

Chapter 10: Use of Association's premises.

39.

All members have the right to borrow for use the Association's for personal use only for events such as wedding, birthday celebration or memorial services and they should abide by the rules and regulations as stipulated by the Association.

Chapter 11: Prohibitions.**40.**

- a) Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250, is forbidden on the Association's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- b) The funds of the Association shall not be used to pay the fines of members who have been convicted in Court.
- c) The Association shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any Trade Union activity as defined in the Trade Union Ordinance.
- d) The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office-bearers, Executive Committee or members unless with prior approval of the relevant authorities.
- e) The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

Chapter 12: Amendment to rules.**41.**

The Association 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 and with the consent of two-third (2/3) of the voting members present at the General Meeting.

Chapter 13: Auditors**42.**

- a) Two persons not members of the Committee will be elected as Honorary Auditors of the Association at the General Meeting and will hold office for two years (same period as that for the Executive and Supervisory Committee members).
- b) The accounts of the Association shall be audited by a firm of Certified Public Accountants if the gross income and expenditure of the Association exceeds \$500,000 in that financial year, in accordance with Section 4 of the Societies Regulations.
- c) They will be required to audit each year's account and present a financial report in the General Meeting. Moreover, upon the request by the President, to audit the Association's accounts within any date period and make a report to the Executive and Supervisory Committee.
- d) The financial year shall be from 1st January to 31st December.

Chapter 14: Dissolution.**43.**

- a) The Association shall not be dissolved except with the consent of not less than 3/5th of the members of the Association expressed, either in person or by proxy at a general meeting convened for the purpose, or by postal vote.
- b) In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged and the remaining funds will be donated to institution(s) of public character or charitable institution(s) on the decision made by members at the meeting convened for the purpose of dissolution.
- c) Notice of dissolution shall be given within 14 days of the dissolution to the Registrar of Societies.