

# **CONSTITUTION OF THE ST JOSEPH'S INSTITUTION OLD BOYS' ASSOCIATION**

## **1 NAME**

This Association shall be known as the "St Joseph's Institution Old Boys' Association" (hereinafter called the "Association").

## **2 PLACE OF BUSINESS**

The place of business of the Association shall be at "St Joseph's Institution, 38 Malcolm Road, Singapore 308274" or at any other address as may be decided by the Executive Committee from time to time, subject to the approval of the Registrar of Societies. The Association shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities.

## **3 OBJECTIVES**

3A The objectives of the Association shall be:

- a) To maintain close links with the former students (hereinafter referred to as "**Old Boys**") of St Joseph's Institution, St Joseph's Institution Junior and St Joseph's Institution International (hereinafter referred to as the "**School**"), and of all other LaSallian Schools in Singapore;
- b) To promote the moral and spiritual development of Old Boys of the School;
- c) To promote and/or organise social, cultural, recreational, trade/business and professional activities amongst members of the Association;
- d) To aid in furthering the mission and objectives of the School by close collaboration with the School's Board of Governors and Management Body;
- e) To collaborate with the Christian Brothers in fulfilling their apostolic mission in Singapore;
- f) To foster the spirit of service to the School, the Catholic Church and the Republic of Singapore;
- g) To initiate and support various fund-raising projects that are in keeping with the objectives of the Association;
- h) To foster close links with the International Confederation of Christian Brothers' Old Boys' Associations, other Lasallian associations and/or organisations and other alumni associations and/or organisations of Christian/Catholic schools in Singapore and elsewhere;
- i) To promote the concept of the "Lasallian Family" at National and International levels; and
- j) To execute any purpose not specifically provided for herein which the Association deems to be reasonably ancillary, incidental to or consequential on any of the objectives herein set forth, provided always that these objectives are promoted in accordance with these rules and any relevant laws prevailing in the Republic of Singapore.

- 3B The Association may for the purpose of performing its functions and achieving its objectives:
- a) Grant prizes and scholarships and establish and subsidise lectureships in Christian Brother Schools and Institutions;
  - b) Establish a clubhouse, procure recreational facilities and equipment, and/or otherwise provide facilities for social interaction amongst its members and between its members and students of the School;
  - c) Purchase, rent and/or acquire such movable or immovable property as are required for the purpose of the Association;
  - d) Invest any funds of the Association in any investments authorised by law for the investment of trust funds;
  - e) Sell, realise, vary or otherwise deal with any movable property, immovable property or investments of the Association;
  - f) Receive grants, donations or gifts from members or any other source;
  - g) Collect or otherwise acquire sums of money, subject to Rule 21F stated in this Constitution, in order to support the mission of the De La Salle Brothers in Singapore or elsewhere and/or for other charitable and/or educational purposes, and to establish and maintain in Singapore or elsewhere, a Trust or Endowment or such other type of funds for the aforesaid purposes; and
  - h) Do all other things as are incidental or conducive to the attainment of the functions and objectives of the Association.

#### 4. **MEMBERSHIP**

- 4A The Association shall consist of the following categories of members:
- a) Honorary Members;
  - b) Life Members;
  - c) Associate Members;
  - d) Junior Members; and
  - e) Ordinary Associate Members.
- 4B Honorary Membership may be conferred by the Association on such persons distinguished in public life, by service to the community, by service to the School and/or to other Lasallian schools as the Executive Committee may think fit for such period as the Executive Committee may in any case consider appropriate. Such persons may include (but is not limited to) Old Boys of the School and current and former teachers of the School and other Lasallian schools.
- 4C All persons who are former students of the School and have studied in the respective institutions for a period of not less than one full academic year shall be eligible for Life Membership. However, former students of the School who have joined other schools or educational institutions shall not be eligible for Life Membership whilst still students of those other schools/institutions.

- 4D All persons who are eligible for Life Membership may become Life Members upon payment of a one-time Life Membership fee, the amount of which shall be determined by the General Meeting of members. Persons 21 years of age and above but under 29 years of age, and 55 years of age and above, may become Life Members upon payment of a one-time Life Membership fee at a reduced rate of half the one-time Life Membership fee.
- 4E Associate Membership may be conferred by the Association, upon application, on such persons who in the opinion of the Executive Committee are related to the School and/or would contribute to the furtherance of the objectives of the Association and/or who fulfill such criteria as the Executive Committee may determine from time to time. Such persons may include (but is not limited to) parents of current and former students of the School, former students of other Lasallian schools in Singapore and current and former teachers of the School or other Lasallian schools in Singapore.
- 4F All students who have graduated from the School are eligible for Junior Membership of the Association. The Junior Membership will expire when the Junior Member reaches 29 years of age. Thereafter, the Junior Member will cease to be a member of the Association. All Junior Members 21 years of age and above or within one year of the cessation of their Junior Membership may convert to be Life Members upon payment of a one-time conversion fee, the amount of which shall be the difference between half the one-time Life Membership fee and the one-time Junior Membership fee paid upon becoming a Junior Member. Junior Members shall enjoy the same rights, privileges and benefits as enjoyed by Life Members except that they shall not qualify to be an officer of the Association or a member of the Executive Committee, shall not be entitled to vote or to move and/or second resolutions at General Meetings of members.
- 4G All students who have graduated from the School and who are currently Associate Members of the Association shall become Ordinary Associate Members. All Ordinary Associate Members may convert to become Life Members upon payment of a one-time conversion fee, the amount of which shall be the difference between the one-time Life Membership fee and the one-time membership fee of \$20.00. However, for Ordinary Associate Members who are 21 years of age and above but under 29 years of age and 55 years of age and above, the conversion fee shall be the difference between half the one-time Life Membership fee and the one-time membership fee of \$20.00. Ordinary Associate Members shall not qualify to be an officer of the Association or a member of the Executive Committee, shall not be entitled to vote or to move and/or second resolutions at General Meetings of members, and shall not be entitled to any other rights, privileges or benefits enjoyed by Life Members.

## **5 HONORARY ADVISOR**

The Principal of the School for the time being shall be the Honorary Advisor of the Association. He shall have the right to be present and speak at all meetings of the Association. He shall not hold office or have the right to vote at the meetings of the Association.

## **6 PATRONS**

The Executive Committee may appoint persons of distinction to be Patrons of the Association. They shall not have any vote, hold office or have any say in the management of the Association. Their appointment shall be for a period of 4 years and shall be eligible for re-appointment.

## **7 APPLICATION FOR MEMBERSHIP AND PAYMENT OF MEMBERSHIP / SUBSCRIPTION FEES**

7A An applicant for membership must submit his or her particulars to the Honorary Secretary on the prescribed Application Form which can be obtained from the Honorary Secretary or downloaded from the official website of the Association at [www.sjioba.org](http://www.sjioba.org).

7B The Executive Committee will decide on the application for membership. A copy of the Constitution shall be furnished to every approved member, save that where a membership fee is payable, a copy shall be furnished only upon payment of the membership fee.

7C Save as is otherwise herein provided, all Life, Associate and Junior Members must pay a one-time membership fee, the amount of which shall be determined by the General Meeting of members. However, Junior Members may, upon attaining the age of 21, opt to convert to be Life Members by paying a conversion fee equivalent to the difference between half the prevailing Life Membership fee and the amount paid upon becoming a Junior Member. Such Junior Members who opt not to convert to Life Membership shall not be liable to pay the conversion fee. For persons 55 years of age and above applying to be Life Members, the one-time membership fee shall be reduced by half. Members who were Ordinary Members prior to the 2010 Annual General Meeting shall be conferred Life Membership. The Executive Committee shall have the discretion to waive membership fees for certain members on compassionate grounds or otherwise as they deem fit, especially for members who are of the clergy or who belong to religious orders.

7D The membership fees, where applicable, are payable within two weeks of approval to membership.

7E Any additional funds required for special purposes may only be raised from members with the consent of the General Meeting of members.

## **8 RIGHTS AND DUTIES OF MEMBERS**

8A All Honorary, Life and Junior Members shall be eligible to participate in the activities organised by the Association. In addition, the Executive Committee may invite Ordinary Associate and Associate Members to participate in the activities organized by the Association. However, Honorary, Junior, Ordinary Associate and Associate Members shall not qualify to be officers of the Association or members of the Executive Committee, or to vote, or to move and/or second resolutions at General Meetings of members.

- 8B In addition to the rights, benefits and privileges of Life Members, Honorary Members shall also be entitled to additional rights, benefits and privileges which the Association may confer on them from time to time as determined by the Executive Committee.
- 8C Full time students and/or persons under the age of 21 shall not qualify to be officers of the Association or members of the Executive Committee.
- 8D All members must strictly observe the rules and regulations of the Association and abide by the decisions of the Executive Committee and General Meetings. Members shall pay all dues of the Association as laid out in the Constitution. Certain activities organized by the Association may also require participating members to pay reasonable fees or charges which shall be prescribed by the Executive Committee.

## **9 CESSATION OF MEMBERSHIP**

- 9A Any member who has acted in a manner contrary to the interests and welfare of the Association or has been convicted of any offence in Singapore and sentenced to imprisonment for more than six months may subject to the discretion of the Executive Committee be deprived of his membership.
- 9B A member who wishes to resign from the Association shall submit his resignation to the Executive Committee in writing.
- 9C Membership and subscription fees, and any other monies banked in the name of the Association are not refundable in the event of cessation of membership.

## **10 COUNCIL OF FELLOWS**

The Executive Committee may appoint from amongst the members a Council of Fellows, which shall be regulated by such terms of reference as determined by the Executive Committee and shall work closely with the Executive Committee with a view to achieving the objectives of the Association. For the avoidance of doubt, the Council of Fellows does not have any supervisory powers over the Association or the Executive Committee.

## **11 MANAGEMENT AND COMMITTEE**

- 11A The supreme authority of the Association shall be vested in the General Meetings of members, presided over by the President.
- 11B The affairs of the Association shall be managed by the Executive Committee. The Executive Committee shall comprise of not less than 8 persons and not more than 11 persons, and shall include the following:
- A President;
  - A Vice President;
  - An Honorary Secretary;
  - An Honorary Treasurer;
  - A minimum of 3 and a maximum of 6 Ordinary or Life Executive Committee Members; and
  - The Immediate Past President.

- 11C The Executive Committee may appoint one or more Sub-Committees or Boards for any general or special purpose which in the opinion of the Executive Committee, may be better dealt with or managed by a Sub-Committee or Board. The Executive Committee may delegate to any Sub-Committee or Board so appointed, with or without restrictions, as the Executive Committee thinks fit, the exercise of any function exercisable by the Executive Committee.
- 11D The number and term of office of the members of a Sub-Committee or Board so appointed under this Rule, and the number of those members necessary to form a quorum, shall be fixed by the Executive Committee.
- 11E A Sub-Committee or Board appointed under this Rule may include persons who are not members of the Executive Committee but who shall be members of the Association.
- 11F The Executive Committee is:
- a) Responsible for the discipline of office-bearers and empowered after proper enquiry, to remove from office any office-bearers guilty of conduct prejudicial to the interests of the Association;
  - b) Responsible to see that the decisions of the General Meetings are carried out;
  - c) To examine all applications for memberships and approve them if found fit;
  - d) To deprive any member of the privileges of membership pursuant to Rule 9A;
  - e) To appoint members to the Council of Fellows;
  - f) Responsible for all Sub-Committees and the general welfare of the Association;
  - g) To organise and supervise the activities of the Association. It may not act contrary to the expressed wishes of the General Meetings without prior reference to it and always remains subordinate to the General Meetings; and
  - h) To lay down general policies of the Association.
- 11G Each section of the Executive Committee shall plan a programme of its activities in accordance with the general policy of the Association and submit each programme to the Executive Committee for approval at the beginning of each financial year.

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

### 12A The President:

- a) Shall preside at all Executive Committee and General Meetings;
- b) Shall supervise all Sub-Committees and the general welfare of the Association;
- c) Has the right to call a meeting of the Executive Committee or of the general body of the Association; and
- d) Shall represent the Association in its dealings with outside persons.

### 12B The Vice-President:

- a) Will assist the President; and
- b) Shall take over all the duties of the President in the latter's absence.

### 12C The Honorary Secretary:

- a) Shall be responsible for all correspondence, documents and records, except financial and that relating to membership of the Association, and shall be responsible for their correctness; and
- b) Will record minutes of all General and Executive Committee Meetings.
- c) Shall maintain an up-to-date Register of Membership at all times.

### 12D The Honorary Treasurer:

- a) Shall keep all funds and collect and disburse all monies on behalf of the Association and shall keep an account of all monetary transactions and shall be responsible for their correctness;
- b) Is authorized to expend up to \$500.00 per month for petty expenses on behalf of the Association. He shall not keep more than \$500.00 in the form of cash and money in excess of this will be deposited in a bank to be named by the Executive Committee; and
- c) Shall sign all cheques etc. for withdrawals from the bank with the President or the Secretary.

12E The Executive Committee Members shall assist in the general administration of the Association and perform duties assigned by the Executive Committee from time to time.

12F The Immediate Past President shall help to maintain continuity in policies and programmes between the new and the outgoing Executive Committees.

### **13 USAGE OF ASSOCIATION'S FUNDS**

13A The Executive Committee shall have the power and authority to utilise the Association's funds as it deems fit for purposes congruent with the Association's objectives, subject to these rules and any relevant laws prevailing in the Republic of Singapore.

13B At all times, the Executive Committee shall not pledge, commit to or undertake any project or activity, or utilise the Association's funds in any manner that would result in the Net Assets of the Association falling below 75% of the Net Assets available to the Association at the time when the Executive Committee in question took office, unless prior approval of not less than 75% of members present and voting in person has been obtained at a General Meeting. For the purpose of determining whether a proposed project, activity or expenditure would result in the Net Assets of the Association falling below 75% of the Nets Assets available to the Association at the time when the Executive Committee in question took office, the full sum of the proposed project's or activity's costs shall be taken into account, regardless of whether the project or activity is to take place over a period of time exceeding the Executive Committee's term of office or whether payment for such project or activity is to be made over a period of time exceeding the Executive Committee's term of office.

### **14 GENERAL MEETINGS**

14A The Annual General Meeting of the Association shall be held not later than March of each year. The date and time of the meeting shall be fixed by the Executive Committee of which due notice shall have been given for the following purposes:

- a) To receive, and if approved, pass the Annual Report, Balance Sheet and Statement of Accounts from the Executive Committee for the preceding financial year;
- b) To elect the office-bearers and the Honorary Auditors for the following term; and
- c) To decide on any resolution which may be tabled for consideration.

14B Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice to the Honorary Secretary one week before the meeting is due to be held.

14C An Extraordinary General Meeting must be convened by the President within 28 days from the receipt of a requisition in writing signed by not less than one-quarter of the total voting membership, specifying the object of the General Meeting. If the President does not, within 28 days from the date of receipt of the written requisition, proceed to convene an Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving seven days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Association's notice board. An Extraordinary General Meeting may also be called at anytime by order of the Executive Committee.



14D An Executive Committee Meeting shall be held at least four times a year after giving 7 days' notice to the Executive Committee Members. Additional meetings may be called by the President as and when necessary by giving 5 days' notice.

14E Quorum at meetings:

- a) For a General Meeting, either one-quarter of the total voting membership or 30 voting members present, whichever is lower, shall form a quorum; and
- b) For Executive Committee Meetings, at least one half of the Executive Committee Members present shall form a quorum.

14F At least 2 weeks' notice shall be given of an Annual General Meeting and at least seven days' of an Extraordinary General Meeting. The particulars of the agenda and notices may be given by post or electronic mail to all voting members.

14G 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 rules.

14H Unless otherwise provided in this Constitution, all resolutions put to the vote at a General Meeting shall be decided on a show of hands and shall be approved by a simple majority of members present and voting. Each member shall have one vote on a show of hands at a General Meeting.

## **15 ELECTION**

15A Elections for the office-bearers of the Executive Committee shall be held at every alternate Annual General Meeting.

15B Except for the Immediate Past President, nominations for the office-bearers as stipulated at Rule 11B may be submitted prior to the holding of the Annual General Meeting, to the Honorary Secretary on forms obtainable from the Honorary Secretary. Such nominations must be completed with the names of the proposer and a seconder for the nominated candidate. Alternatively, nominations may also be proposed and seconded in person at the Annual General Meeting itself, although it is preferable for nominations to be made as early as possible via submitted forms.

15C The election shall follow on a simple majority vote of the voting members present.

## **16 TENURE OF OFFICE**

All office-bearers shall hold office until the next election. All office-bearers (except the Honorary Treasurer) are eligible for re-election to the same posts for a consecutive term of office.

## **17 VACANCY IN THE OFFICE AND CO-OPTED COMMITTEE MEMBERS**

In the event of a vacancy occurring in the office of the President, Vice-President or any of the Executive Committee Members, the Executive Committee may appoint any suitable member to fill such vacancy until the end of the term. In addition, in the event that following an election, the number of office-bearers in the Executive Committee is less than 11 persons, the Executive Committee may co-opt any suitable member to the Executive Committee, provided that the total number of the Executive Committee shall not exceed 11 persons.

## **18 AMENDMENTS TO RULES**

No alteration or addition/deletion to these rules shall be made except at a General Meeting and with the consent of one half 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.

## **19 AUDIT**

19A Two voting members, who are not members of the Executive Committee or any Sub-Committee, will be elected as Honorary Auditors at the alternate Annual General Meeting and will hold office for a term of two years and shall not be re-elected for a consecutive term. They:

- a) Will be required to audit each year's accounts and present a report upon them at the Annual General Meeting; and
- b) May be required by the President to audit the Association's accounts for any period within their tenure of office at any date and make a report to the Executive Committee.

19B The financial year shall begin on the 1st day of January and end on the 31st day of December.

## **20 STATEMENTS**

Public statements including circulars, letters, press release, pamphlets etc. must first have the approval of the Executive Committee before their release.

## **21 PROHIBITIONS**

21A 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 and at all activities organised by the Association. The introduction of materials for gambling or drug abuse and of bad characters into the Association's premises or at its activities is prohibited.

21B The funds of the Association shall not be used to pay the fines and/or legal expenses of members who have been convicted in Court nor shall they be used for donations, presents or any other purpose in connection with any political party or trade union or for any purpose which is not for the furtherance of the objects of the Association.

- 21C The Association 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.
- 21D 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 the prior approval of the relevant authorities.
- 21E The Association shall not indulge in any political activity or allow its funds and/or premises to be used by any political party or trade union or for any political purpose incompatible with the objectives of the Association.
- 21F The Association shall not raise funds from the public for whatever purpose without the prior written approval from the Head, Licensing Division, Singapore Police Force and other relevant authorities.
- 21G The Association 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.
- 21H The Association shall not be involved with the day-to-day management of the School, which is the responsibility of the Principal. However, in line with objective 3A(d), members of the Association are encouraged to raise issues or channel suggestions through the Executive Committee.

## **22 DISPUTES**

In the event of any dispute arising amongst members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with the rules in the Constitution. Should the members fail to resolve the matter, they may bring the matter to a court of law for settlement.

## **23 DISSOLUTION**

23A The Association shall not be dissolved, except with the consent of not less than 3/5 of the total voting members of the Association for the time being resident in Singapore, expressed either in person or by proxy, at a General Meeting convened for the purpose.

23B 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 shall be disposed of as the Executive Committee may deem fit or donated to the School.

23C A Certificate of Dissolution shall be given within seven days of the dissolution to the Registrar of Societies.

## **24 INTERPRETATION**

In the event of any question or matter arising out of any point pertaining to the day-to-day administration of the Association, which is not expressly provided for in the rules, the decision of the Executive Committee shall be final unless it is reversed at a General Meeting of members.

## **25 TRUSTEES**

25A If the Association at any time is given or acquires in any way, any immovable property or funds pursuant to these rules, such property or funds shall be vested in trustees subject to a declaration of trust in favour of the Association.

25B The trustees of the Association shall:

- a) Not be more than four and not less than two in number;
- b) Be elected by a General Meeting of members; and
- c) Not effect any sale or mortgage of property without the prior approval of the General Meeting of members.

25C 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; and
- d) If he submits notice of resignation from his trusteeship.

25D Notice of any proposal to remove a trustee from his trusteeship or, if required to appoint a new trustee to fill a vacancy must be given by posting it on the notice board in the Association 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.

25E The addresses of immovable properties, names of trustees and any subsequent change must be notified to the Registrar of Societies.