

## CONSTITUTION OF

MOVE

### NAME

- 1.1 This Society shall be known as MOVE hereinafter referred to as the "Society".

### PLACE OF BUSINESS

- 2.1 Its place of business shall be at 32 Maxwell Road #03-07 White House Singapore 069115 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.

### OBJECTS

- 3.1 Its mission is to promote and develop volunteer programme managers who can provide quality leadership and professional management of volunteer resources in Singapore.

- 3.2 In furtherance of the above mission, the Society may –

- (a) Provide leadership for volunteer programme managers in Singapore
- (b) Represent the views and opinions of its members and volunteer programme managers in Singapore, at large, on professional issues at national level
- (c) Advocate the recognition of volunteer programme management as a specialised profession
- (d) Advocate the employment of designated/delegated Volunteer Programme Managers in Singapore
- (e) Provide training and continuing education to advance the level of proficiency of volunteer programme managers in Singapore
- (f) Foster local and international exchange of knowledge and transference of skills
- (g) Promote local research in the field of volunteer programme management
- (h) Publish and distribute writings, reports, research papers etc by local volunteer programme managers
- (i) Seek to certify and provide accreditation for the members of the profession in Singapore

- (j) Maintain a Registry of Accredited Members of the profession in Singapore
- (k) Set and monitor standards of practice in volunteer programme management in Singapore
- (l) Act to ensure high ethical practices within the profession
- (m) Create platforms for members to network and exchange ideas
- (n) Promote overall wellbeing of Volunteer Programme Managers

### **MEMBERSHIP QUALIFICATION AND RIGHTS**

4.1 The following categories of Membership shall be accepted -

- (a) Ordinary Membership which shall consist of salaried practitioners of volunteer programme management in Singapore at the point of application and/or reinstatement.
- (b) Associate Membership which shall consist of any person who has past practice of volunteer programme management in Singapore and who continues to be interested in the objectives and work of the Society.
- (c) Corporate Membership which consist of organisations that are interested in contributing towards the vision, mission and cause of this Society.
- (d) Honorary Membership shall be conferred on individuals who have made significant contributions toward the advancement of volunteer management.

Companies accepted for Corporate Membership may appoint up to two staff members (who are not already Ordinary or Associate members of the Society) as representatives to participate in the activities and functions of the Society.

4.2 Persons who are below 18 years of age shall not be accepted as members without the written consent of their parent or guardian.

4.3 Only Ordinary members who are 21 years of age and above shall have the right to vote and to hold office in the Society.

### **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 A new member must be proposed and seconded by two (2) existing Ordinary members. The Council will decide on the application for membership.

5.3 A copy of the Constitution shall be furnished to every approved member upon payment of the entrance fee.

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

6.1 An entrance fee of \$20 is payable upon application and/or reinstatement of membership. The first annual subscription is payable within one (1) month upon election into membership, in default of which membership may be cancelled by order of the Council.

6.2 Annual subscription shall be \$60 for Ordinary Members, \$30 for Associate Members and \$120 for Corporate Members.

6.3 Members joining from the first day of July of each year shall be required to pay only half of the normal subscription rates, subject to approval on the discretion of Council.

6.4 For members who are above 60 years of age and who are not gainfully employed, the entrance fee is waived and the annual subscription is reduced by half.

6.5 Annual subscriptions are payable in advance within the first month of the year. If a member falls into arrears with his subscription or other dues, he shall be informed immediately by the Treasurer. If he fails to settle his arrears within one (1) month of their becoming due, the Chairman may order that his name be posted on the Society's notice board and that he be denied the privileges of membership until he settles his account. If he falls into arrears for more than three (3) months, he will automatically cease to be a member and the Council may take legal action against him provided that they are satisfied that he has received due notice of his debts.

6.6 All dues and payments made to the Society shall not be refundable on termination of membership.

6.7 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.

7.2 An Annual General Meeting shall be held within the first four (4) months of each year.

7.3 At other times, an Extraordinary General Meeting must be called by the Chairman on the request in writing of not less than 25% of the total voting membership or thirty (30) voting members, whichever is the lesser, and may be called at anytime by order of the Council. 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 (2) months from receiving this request to convene the Extraordinary General Meeting.

7.4 At least two (2) weeks' notice shall be given of an Annual General Meeting and at least ten (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 (4) days in advance of the meeting.

7.5 The following points will be considered at the Annual General Meeting:

- a) The previous financial year's accounts and annual report of the Council.
- b) Where applicable, the election of office-bearers and Auditors for the following term.

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 (1) week before the meeting is due to be held.

7.6 At least 25% of the total voting membership or thirty (30) voting members, whichever is the lesser, present at a General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum.

7.7 In the event of there being no quorum at the commencement of a General Meeting, the meeting shall be adjourned for half an hour and should the number then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to amend any part of the existing Constitution.

### **MANAGEMENT AND COUNCIL**

8.1 The administration of the Society shall be entrusted to a Council consisting of the following to be elected at each Annual General Meeting:

- A Chairman
- A Vice-Chairman
- A Secretary
- An Assistant Secretary
- A Treasurer

## Five (5) Council Members

8.2 Names for the above offices shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. All office-bearers, except the Treasurer may be re-elected to the same or related post for a consecutive term of office. The term of office of the Council 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, a re-vote shall be taken and if it still results in a tie, a lot shall be drawn to determine who shall be the successful candidate unless the contesting candidate(s) withdraw(s) in favour of one of themselves.

8.4 A Council Meeting shall be held at least once every two (2) months after giving seven (7) days' notice to Council Members. The Chairman may call a Council Meeting at any time by giving five (5) days' notice. At least half ( $\frac{1}{2}$ ) of the Council Members must be present for its proceedings to be valid.

8.5 Any member of the Council absenting himself from three (3) meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Council and a successor may be co-opted by the Council to serve until the next Annual General Meeting. Any changes in the Council shall be notified to the Registrar of Societies within two (2) weeks of the change.

8.6 The duty of the Council is to organise 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 Meetings.

8.7 The Council has power to authorise the expenditure of a sum not exceeding \$50,000 per month from the Society's funds for the Society's purposes.

## **DUTIES OF OFFICE-BEARERS**

9.1 The Chairman shall chair all General and Council meetings. He shall also represent the Society in its dealings with external parties.

9.2 The Vice-Chairman shall assist the Chairman and deputise for him in his absence.

9.3 The 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 Council meetings. He shall maintain an up-to-date Register of Members at all times.

9.4 The Assistant Secretary shall assist the Secretary and deputise for him in his absence.

9.5 The Treasurer shall keep all funds and collect and disburse all moneys 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 \$1,000 per month for petty expenses on behalf of the Society. He will not keep more than \$1,000 in the form of cash and money in excess of this will be deposited in a bank to be named by the Council. Cheques, etc for withdrawal from the bank will be signed by the Treasurer and either the Chairman or the Vice-Chairman or the Secretary. In the absence of the Treasurer, the signatories will be the Chairman and either the Vice-Chairman or the Secretary.

9.6 Council Members shall assist in the general administration of the Society and perform duties assigned by the Council from time to time.

### **AUDIT AND FINANCIAL YEAR**

10.1 Two (2) voting members, not being members of the Council, may be elected as Honorary Auditors at alternate Annual General Meeting and will hold office for a term of two years only and shall not be re-elected for a consecutive term.

10.2 In the event that no two voting members are available to be elected as Honorary Auditors, the General Meeting may appoint professional auditors for a term of two years and they may be re-appointed for consecutive terms.

10.3 The Auditors:

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

10.4 The financial year shall be from 1<sup>st</sup> January to 31<sup>st</sup> December.

### **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 (4) and not less than two (2) in number.
- b) Be elected by a General Meeting of members.

- c) Not effect any sale or mortgage of property without the prior approval of the General Meeting of members.

11.3 The office of the trustee shall be vacated:

- a) If the trustee dies or becomes a lunatic or of unsound mind.
- b) If he is absent from the Republic of Singapore for a period of more than one (1) 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 in the Society's premises at least two (2) 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.

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**

12.1 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, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250, 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 a 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 service 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, Council 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 Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities.

#### **AMENDMENTS TO CONSTITUTION**

14.1 No alteration or addition/deletion to this Constitution shall be made except at a general meeting and with the consent of two-thirds (2/3) 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.

#### **INTERPRETATION**

15.1 In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, the Council shall have power to use their own discretion. The decision of the Council shall be final unless it is reversed at a General Meeting of members.

#### **DISPUTES**

16.1 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.

## **DISSOLUTION**

17.1 The Society shall not be dissolved, except with the consent of not less than three-fifths ( $\frac{3}{5}$ ) 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.

17.2 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 remaining funds will be disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.

17.3 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

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