

## CONSTITUTION

### OF

## SINGAPORE CHEE HOON KOG MORAL PROMOTION SOCIETY

### CHAPTER I NAME

The name of the Society shall be known as the "SINGAPORE CHEE HOON KOG MORAL PROMOTION SOCIETY".

### CHAPTER II ADDRESS

The place of business of the Society shall be #23-03, High Street Centre, North Bridge Road, Singapore 0617, or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies.

### CHAPTER III OBJECTS

- (1) To promote good morals and virtues, irrespective of race, colour, creed or religion;
- (2) To promote virtuous teachings of the Saints, Sages and Buddhas without differentiation as to religious denominations; to promote respect for and the universality of all religions; to promote the Oneness of Mankind;
- (3) To help all people and to give relief to anyone in hardship, disaster or need, without discrimination as to race, colour, creed or religion; to carry out welfare work for the good of mankind, including the rendering of financial and personal support for those who are weak, old, poor, sick or disabled; the promotion of education, and the provision of free burial and funeral expenses etc.
- (4) To establish a home (or homes) for the Aged Sick and other charitable institutions and to make Rules and Regulations for the management of such home (homes).
- (5) To establish Child Care Centre(s), Family Service Centre(s) or other welfare services and to make rules for the management of such centre(s) or services.

#### CHAPTER IV

#### MEMBERSHIP

- (1) All persons above the age of 21 who agree with the objects of the Society and are prepared to abide by the rules of the Society can apply for membership irrespective of sex or status in Society.

Only Singapore citizens are eligible to be admitted as members of the Society and appointed as trustees of the Society. So long as it owns any residential property as defined in the Residential Property Act 1976, the Society shall not alter this rule without first obtaining the clearance in writing of the Controller of Residential Property.

- (2) An intending member shall be recommended by a member and supported by another and shall complete an application form specially prescribed by the Society. His/her application shall then be approved by the Management Committee at a Committee meeting. Every approved applicant shall pay towards the Society's Fund \$2/- on entrance to membership, monthly subscription \$1/-, and fee for membership badge \$1/-, and shall be supplied with a copy of the Constitution of the Society. A person must become a member for three full calendar months before he/she shall enjoy the privileges of the Society.
- (3) If a member should fall into arrears with his/her subscriptions for over six months, he/she shall be informed immediately in writing by the Secretary General. Should he/she still fail to settle his/her arrears within a month, the Secretary General shall inform him/her finally in writing giving 14 more days' grace to pay failing which he/she shall be denied the privileges of membership and shall henceforth cease to be a member until he/she pays his/her arrears (members in financial difficulties shall be exempted from such monthly subscriptions upon notifying the President or Secretary General).

#### CHAPTER V

#### MANAGEMENT, GENERAL MEETING

- (1) The management of the Society is vested in a General Meeting of the members presided over by the President. At least one quarter of the total membership of the Society must be present at a General Meeting to constitute a quorum.

- (2) An Annual General Meeting will be held in December on a date to be fixed by the President and the Secretary General. At other times a General Meeting must be called by the President on the request in writing by more than 25 members provided all the 25 members must be present at the said meeting, failing which the meeting shall be cancelled. A General Meeting may be called at any time by order of the Management Committee.
- (3) Two week's notice shall be given of an Annual General Meeting, and at least one week's notice of any other General Meeting. Any member who wishes to place an item on the agenda of a general meeting may do so provided he/she shall give notice to the Secretary General one week before this meeting is due to be held. The Secretary General, after receipt of such notices, shall put all items proposed on the agenda on the Notice Board for the information of all members of the Society. The following should appear on the agenda of an Annual General Meeting :-
  - (a) Report by the Management Committee.
  - (b) Review of the work of the Society.
  - (c) Treasurer's and Auditor's reports.
  - (d) In an election year, the election of new management committee members and the two auditors for the next term of office.
- (4) In the event of there being no quorum, 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, and may proceed with the meeting, but they shall have no power to alter, amend, or make additions to any of the existing Rules of the Society.
- (5) The President shall preside over all meetings. He shall then outline the background to each item of the agenda, after which members may speak to express their opinion. Resolutions shall be passed by a majority of votes, and should there be a tie of votes, the President himself shall have the power to decide on a resolution.
- (6) All resolutions passed at meetings shall be observed by all members of the Society.

## CHAPTER VI

### MANAGEMENT COMMITTEE

- (1) The Management Committee of 29 members shall comprise the following :-
  - (a) 1 President who will concurrently be the Director of Moral Promotion.

- (b) 4 Vice-Presidents;
  - (c) 1 Secretary General;
  - (d) 1 Assistant Secretary General;
  - (e) 1 Treasurer;
  - (f) 1 Assistant Treasurer;
  - (g) 2 Assistant Directors in Charge of Moral Promotion.
  - (h) 1 Welfare and Relief Director;  
1 Assistant Welfare and Relief Director;
  - (i) 1 Director in Charge of Education Services;  
1 Assistant Director in Charge of Education Services.
  - (j) 1 Public Relations Director;  
1 Assistant Public Relations Director;
  - (k) 1 Director in Charge of Chinese Correspondence.
  - (l) 1 Director in Charge of English Correspondence
  - (m) 1 Director in Charge of Medical Services;  
1 Assistant Director in Charge of Medical services.
  - (n) 8 Committee Members.
- (2) In an Election Year, within six weeks of the Annual General Meeting, the old Management Committee shall hand over their duties to the new Management Committee. On the day of the swearing in Ceremony the old office bearers shall hand over the Seal of the Society, all moneys belonging to the Society and all documents of the Society etc. If there is any paraphernalia or documents lost, the old office bearers shall be held responsible.
- (3) The Management Committee may appoint by invitation any number of Honourary Chairman or Honourary Advisors who may or may not be members of the Society and who have rendered services to the Society or to the public.
- (4) All Management Committee Members other than the Treasurer, are eligible for continuation of office. The tenure of the management committee is two years.

- (5) A Management Committee Meeting shall be held once a month, and Special Committee Meetings may be convened if and when necessary by giving not less than three days' notice to the Management Committee Members before the meeting. At least one half of the Management Committee Members must be present for its proceedings to be valid.
- (6) The duty of the Management Committee is to organise and supervise the daily activities of the Society, and to make decisions on matters affecting its running when the General Meeting is not sitting. It 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.
- (7) The Management Committee has power to authorise the payment of any sum not exceeding \$10,000/- per item of expense from the Society's funds for the Society's purposes. Any sum above the said \$10,000/- shall be approved by a General Meeting.

## CHAPTER VII

### DUTIES OF OFFICE BEARERS

The duties of the Office Bearers are as follows :-

- (1) (a) The President and Director in Charge of Moral Promotion shall be responsible for the promotion of good morals and virtues irrespective of race, colour, creed or religion; for the promotion of the oneness of Mankind and respect for and the universality of all religions; for compiling the moral teachings of the Buddhas, Saints and Sages, and Deities of all religions, publishing such teachings and promotion of good morals and virtues by publishing books, organising lectures and encouraging exemplary conduct, etc.
- (b) The President shall act as Chairman at all General and Management Committee Meetings. He/She shall keep the proper seal of the Society, sign all important documents, and also represent the Society in its dealings with persons other than members of the Society.
- (2) The Vice-Presidents shall assist the President and act for the President in the latter's absence. Should both the President and the four Vice-Presidents be absent at any meeting, a temporary Chairman shall be elected by the members present to act on their behalf at such meeting.

- (3) The Secretary General shall deal with all affairs which do not come within the category of the various Directors in Charge, and also take charge of all important documents. He/She shall also have the right to give guidance to the Directors in Charge of the various Sections in their work. He/She is required to convene and to notify all meetings.
- (4) The Assistant Secretary General shall assist the Secretary General in all affairs and shall act for the latter in his/her absence.
- (5) The Treasurer shall deal with all receipts and payments of money on behalf of the Society, and shall submit reports of accounts to the monthly Management Committee Meetings. He/She shall not keep more than Five Hundred Dollars (\$500/-) in cash, and all money in excess of this amount shall be deposited in a bank named by the Management Committee. Cheques, etc. for withdrawals from the Bank shall be signed by the Treasurer and one of the following persons, namely the President, the Vice-Presidents, the Secretary General.
- (6) The Assistant Treasurer shall act for the Treasurer in his/her absence.
- (7) The 2 Assistant Directors of Moral Promotion shall assist the Director in his duties.
- (8) The Welfare and Relief Director and the Assistant Welfare and Relief Director shall be responsible for the implementation of welfare and charitable projects. Internally, he shall be responsible for the affairs of weddings or other happy occasions and funeral rites amongst members, and shall help members with their domestic difficulties.
- (9) The Director in Charge of Education and the Assistant Director in Charge of Education shall be responsible for urging members towards educational establishments and helping to promote cultural development.
- (10) The Public Relations Director and the Assistant Public Relations Director shall be responsible for all public relations matters.
- (11) The Chinese Correspondence Director shall be in charge of all Chinese Correspondence.
- (12) The English Correspondence Director shall be in charge of all English Correspondence.
- (13) Committee Members shall assist in all affairs of the Society in general.

- (14) The Director in Charge of the relevant Sections shall be empowered to co-opt members into his Section, but such co-opted members shall first be approved by the Management Committee who shall then send out letters of co-option to them.
- (15) Each Section shall hold meetings if necessary and implement the resolutions passed at such meetings and by the Management Committee.
- (16) The Management Committee is empowered to appoint or dismiss any sub-committee of whatever name called and has the right to supervise all sub-committees or Sections in their activities.
- (17) Any member of the Management Committee absenting himself/herself from three meetings consecutively without any satisfactory explanation shall be deemed to have withdrawn from the Management Committee, and a successor may be co-opted by the Management Committee to serve until the next term.

#### CHAPTER VIII                      AUDIT

Two persons, not being members of the Management Committee, shall be elected as Auditors at the Annual General Meeting during an election year and shall hold such office for a term of 2 years and shall not be re-elected. They shall be required to audit each year's accounts and present a report upon them to the Annual General Meeting. They may be required by the President to audit the Society's accounts for any period within their tenure of office at any date and make a report to the Management Committee.

#### CHAPTER IX                        OBLIGATIONS

- (1) Members of the Society shall be obliged to carry out the duties of the Society.
- (2) Members of the Society shall be required to abide by the Rules of the Society, and to carry out all resolutions of the meetings of the Society.
- (3) Funds, Subscriptions, and special contributions made by way of donation shall not be refunded nor returned when a contributor-member resigns or is dismissed from the Society.
- (4) Every member and Management Committee member shall do his duties voluntarily and shall not be entitled to any remuneration.

#### CHAPTER X                         PRIVILEGES

All members shall be entitled to the privileges of the Society as stipulated in the Constitution.

## CHAPTER XI

## AWARDS

All those who have rendered services to the Society may be awarded medals or other awards decided by the Management Committee; such awards may include the putting up of their photos at the Society's premises. The Management Committee shall have the sole discretion to decide on the awards.

## CHAPTER XII

## TRUSTEES

If the Society at any time acquires any immovable property, such property shall be vested in the Trustees subject to a Declaration of Trust. Any trustee may at any time resign his/her trusteeship. If a Trustee dies or becomes of unsound mind or is absent from the Republic of Singapore for a period of one year, he/she shall be deemed to have resigned his/her trusteeship. If a trustee is guilty of misconduct of such a kind as to render it undesirable that he/she should continue as a trustee, a General Meeting shall remove him/her from his/her trusteeship. Vacancies in the trusteeship shall be filled at a General Meeting, but the number shall not be greater than five or less than two. Notice of any proposal to remove a trustee from his/her trusteeship or to appoint a new trustee to fill a vacancy shall be given by affixing in the premises of the Society a document containing such proposal at least two weeks before the meeting at which the proposal shall be discussed. The result of such meeting shall then be notified to the Registrar of Societies. Only Singapore citizens shall be Trustees.

## CHAPTER XIII

## VISITORS AND GUESTS

All Guests and Visitors are welcomed to the premises of the Society to listen to lectures or to participate in the general activities of the Society but shall not be admitted to the privileges of the Society.

## CHAPTER XIV

## PROHIBITIONS

- (1) Gambling of any kind and the playing of "paikow" or mahjong, whether for stakes or not, shall be forbidden on the Society's premises. The introduction of materials for gambling or drug taking in the premises shall be prohibited.
- (2) The funds of the Society shall not be used to pay for the fines of members who have been convicted in Court.
- (3) The Society shall not attempt to restrict or in any other manner interfere with trade prices or engage in any Trade Union activity as defined by any written law relating to Trade Unions for the time being in force in Singapore.
- (4) 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.

- (5) The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

#### CHAPTER XV DISCIPLINE

The Management Committee has the power to dismiss any member due to the following reasons :-

- (1) In Pursuance of Chapter IV (3); or
- (2) Infringement of Rules of the Society.

#### CHAPTER XVI MANAGEMENT

All Sections and their Directors shall be responsible to the Management-Committee which will direct all procedures of work.

#### CHAPTER XVII AMENDMENT TO RULES

No alterations or additions to these rules shall be made except at a general meeting, and they shall not come into force without the prior sanction of the Registrar of Societies.

#### CHAPTER XVIII INTERPRETATION

In the event of any question or matter arising out of any point which is not expressly provided for in the rules, the Management Committee shall have power to use their own discretion to determine it.

#### CHAPTER XIX DISSOLUTION

- (1) The Society shall not be dissolved, except with the consent of not less than 3/5 of the members of the Society expressed, either in person or by proxy at a General Meeting convened for the purpose.
- (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 discharge, and the remaining funds (if any) shall be donated to charitable institutions.
- (3) Notice of dissolution shall be given within 7 days of dissolution to the Registrar of Societies.

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16 July 1993