

CONSTITUTION
OF
CEFPI SINGAPORE CHAPTER

NAME

1.1 This Society shall be known as “CEFPI Singapore Chapter”, hereinafter referred to as the “Society”.

PLACE OF BUSINESS

2.1 Its place of business shall be at “33 Ubi Avenue 3 Vertex #05-38 Singapore 408868” 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.

OBJECTS

3.1 As a chapter of CEFPI Australasia Ltd, the Society’s objects consider the objects set out in the Constitution of CEFPI Australasia Ltd. The objects of the Society are as follows:

3.1.1 To facilitate, stimulate and encourage community debate and interest in the design and use of the physical environment of educational facilities;

3.1.2 To promote, advocate for and encourage excellence in the design and use of educational facilities and other built learning facilities;

3.1.3 To join in association with other groups, associations and individuals similarly interested in the promotion of excellence in the design, construction and use of educational facilities;

3.1.4 To consider, and where applicable and appropriate, promote the goals, objectives and purposes and Strategic Plan of the International Board of Directors of CEFPI;

3.1.5 To consider, and where applicable and appropriate, promote active involvement and interaction in pursuing CEFPI goals and objectives by conducting regional activities to provide a system for communication, professional growth and effective decision making in support of the Board and Executive Director of CEFPI for the purpose of attaining specified goals and conducting activities with the goals, purposes and objectives of CEFPI and directed specifically toward the improvement of educational facilities and educational facility planning in the Australasian region;

3.1.6 To promote training and quality professional development opportunities for facility planning professionals and educational institutions;

3.1.7 To conduct conferences and seminars from time to time;

3.1.8 To identify, disseminate and research into the design, construction and use of educational facilities;

3.1.9 To review and comment on local regulations and policies pertaining to educational facilities;

3.1.10 To advocate for a continual improvement to the built learning environment reflecting advances in learning methodology and pedagogy.

MEMBERSHIP QUALIFICATION AND RIGHTS

4.1 Membership is open to any member in good standing of CEFPI Australasia Ltd whose residence and/or place of business are in Singapore, and who shall automatically become a member of this Society (the Singapore Chapter) upon request – in accordance with the “Policies and Procedures, CEFPI Singapore Chapter” as appended hereto.

4.2 Only members who are above 21 years of age 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 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 payable for all members.

6.2 Annual subscriptions are payable as follows: Each member of the Society shall be subject to a subscription per financial year of an amount being most recently passed by resolution as put to the vote by members in an Annual or Extraordinary General Meeting.

6.3 Any additional fund required for special purposes may only be raised from members with the consent of the general meeting of the members.

6.4 The income and property of the Society whensoever derived shall be applied towards the promotion of the objects of the Society as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Society or to any of them or to any person claiming through any of them.

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 3 months after the close 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 thirty (30) voting members, whichever is the lesser, and may be called at anytime 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 (2) months from receiving this request to convene the Extraordinary General Meeting.

7.4 If the Committee does not within two (2) months after the date of the receipt of the written request proceed to convene an Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving ten (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 (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.

7.6 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 and Honorary 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/she gives notice to the Secretary one (1) week before the meeting is due to be held.

7.8 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.

7.9 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 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:

A President (aka Chair)

A Vice-President (aka Chair-elect)

The Past-President (aka Past-Chair)

A Secretary

A Treasurer

Minimum of three (3) and maximum of six (6) Ordinary Committee Members

Unless with the prior approval in writing of the Registrar or an Assistant Registrar of Societies, majority of the Committee Members shall be Singapore Citizens. In addition, the President, Secretary, Treasurer and their deputies shall be Singapore Citizens or Singapore Permanent Residents. Foreign Diplomats shall not serve as Committee 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 may be re-elected to the same or related post for a consecutive term of office. The term of office of the Committee is two (2) 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 A Committee Meeting shall be held at least once every three (3) months after giving seven (7) days' notice to Committee Members. The President may call a Committee Meeting at any time by giving five (5) days' notice. Majority of the Committee Members must be present for its proceedings to be valid.

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

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 shall always remain subordinate to the General Meetings.

DUTIES OF OFFICE-BEARERS

9.1 The President shall chair all General and Committee meetings, and shall be an ex-officio member of all sub-committees. In the President's absence, the Vice-President shall preside over any such meeting. The President shall direct the activities of the Society's office-bearers and shall, with the consent of the Committee, appoint sub-committees deemed necessary or appropriate for conducting the Society's business. It shall be the duty of the President to attend Regional Conferences of CEFPI Australasia Ltd during his/her term of office. Expenses for registration, travel and lodging may be reimbursed by the Society with the consent of the Committee. The President shall also represent the Society in its dealings with outside persons.

9.2 The Vice-President shall assist the President and deputise for the President in his/her absence. The Vice-President shall also be charged with the duty of promoting membership. By election to office, the Vice-President shall succeed the incumbent President at the end of his/her term of office. It shall be the duty of the Vice-President to attend the Regional Conference of CEFPI Australasia Ltd during his/her term of office. Expenses for registration, travel and lodging may be reimbursed by the Society with the consent of the Committee.

9.3 The Secretary shall keep all records, except financial, of the Society and shall be responsible for their correctness. It shall be the duty of the Secretary to attend and to keep minutes of all General and Committee meetings. The Secretary shall have charge of all correspondences of the Society, shall send all notices of meetings as required, and shall maintain an up-to-date Register of Members at all times.

9.4 The Treasurer shall 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. It shall be the duty of the Treasurer to receive all monies paid to the Society and deposit the same in the Society's designated bank account. The Treasurer shall disburse funds only at the direction of the Committee. Cheques, etc. for withdrawals from the bank will be signed by the Treasurer and either the President or the Vice-President or the Secretary. It is also the responsibility of the Treasurer to submit a statement of financial position to the membership of each CEFPI Australia Ltd Chapter meeting and to submit an account of all financial matters to the CEFPI Australasia Ltd Board of Directors four times a year. The Treasurer shall also provide copies of bank statements, invoices for services, and copies of authorised payments to the CEFPI Australasia Ltd's Bookkeeper monthly.

9.5 The Past-President shall assist the President as required. He/she shall provide continuity to the Chapter leadership

9.6 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 Notwithstanding the reporting of financial accounts to the CEFPI Australasia Ltd Bookkeeper and Directors for the purposes of CEFPI Australasia Ltd's accounting and auditing pursuant to its constitution, policies and procedures, two (2) voting members, not being members of the Committee, shall be elected as Honorary Auditors at each Annual General Meeting and will hold office for a term of one year only and shall not be re-elected for a consecutive term. The accounts of the Society shall be audited by a firm of Certified Public Accountants if the gross income or expenditure of the Society exceeds \$500,000 in that financial year, in accordance with Section 4 of the Societies Regulations.

10.2 They:

a) Will be required to verify that each year's audited accounts have been accepted as in-order by the CEFPI Australasia Ltd auditors, and present a report on these audited accounts to the Annual General Meeting.

b) 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 Committee.

10.3 The financial year shall be from 1st July to 30 June.

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/she is absent from the Republic of Singapore for a period of more than one (1) year.
- c) If he/she is guilty of misconduct of such a kind as to render it undesirable that he/she continues as a trustee.
- d) If he/she 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 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 indulge in any political activity or allow its funds and/or premises to be used for political purposes.

13.5 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.

13.6 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 The Society 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-thirds (2/3) of the voting members present at the General Meeting.

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 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

16.1 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 and all remaining assets shall be distributed to CEFPI Australasia Ltd.

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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