

CONSTITUTION OF
SHANGHAI JIAO TONG UNIVERSITY ALUMNI ASSOCIATION (SINGAPORE)

上海交通大学新加坡校友会
章程

Latest Amendment Date: May 04, 2019

CONSTITUTION OF SHANGHAI JIAO TONG UNIVERSITY ALUMNI ASSOCIATION (SINGAPORE)

1. NAME

This Society shall be known as the "Shanghai Jiao Tong University Alumni Association (Singapore)" (hereinafter referred to as the "Society").

2. PLACE OF BUSINESS

The place of business of the Society shall be at Nanyang Technological University, S3-B1A-48 Nanyang Avenue, Singapore 639798 or such other addresses as may subsequently be decided upon by the Management 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.

3. AFFILIATION

The Society shall be affiliated with Shanghai Jiao Tong University in The People's Republic of China.

4. OBJECTS

The Society shall be non-political and its objects are to: -

- (a) provide and maintain a central organization for the promotion of efficiency, progress and general development among its members;
- (b) publish journals and any other publications deemed desirable by the Management Committee;
- (c) encourage its members to write essays and contribute articles and offer awards for essays or research in any subject relating to business management;
- (d) create a social forum for members;
- (e) promote personal and friendly interaction among members through meetings and discussions on topics involving management and professional affairs;
- (f) compile lists, registers and records of events and proceedings of interests to members and issue copies of such lists, registers and records from time to time to members of the Society;
- (g) act as a means of communication among members;
- (h) accept gifts or bequests from any person, body or organization and utilize such gifts or bequests to further the objects of the Society;
- (i) promote cultural, recreational and other activities among members;

(j) Do all such other lawful acts in furtherance of or conducive to the attainment of the above objects or any of them.

5. MEMBERSHIP QUALIFICATION AND RIGHTS

5.1 Categories of Membership and Eligibility

Membership is open to all graduates and current students of Shanghai Jiao Tong University who are considered suitable by the Management Committee and in accordance with the conditions described below: -

(a) Permanent Members

Only Ordinary Members / graduates of Shanghai Jiao Tong University are allowed to apply for Permanent Membership. Membership for this category is determined by the Management Committee

(b) Ordinary Members

Membership is open to the graduates of Shanghai Jiao Tong University.

(c) Associate Members

Membership is open to the graduates or current students of Shanghai Jiao Tong University

6. RIGHTS AND PRIVILEGES OF MEMBERS

6.1 All members shall receive all notifications and circulars concerning the affairs of the Society.

6.2 Permanent and Ordinary Members shall be entitled to one vote each and shall also be known as voting members for all General Meetings of the Society if they join the Society before or on the day of previous Annual General Meeting and have involved in the activities of the Society.

6.3 All above Permanent and Ordinary Members under 6.2 shall be eligible to stand for election to the Management Committee.

7. APPLICATION FOR MEMBERSHIP

7.1 Admission to Membership

(a) Any person desiring to be admitted to membership of the Society shall make an application to the Secretary on a prescribed form to the Management Committee and accompanied by payment of entrance and subscription fees or in accordance with such other procedure as may be laid down by the Management Committee.

(b) Members are to be voted in by the Management Committee of the Society. New members shall be proposed and seconded by voting members. Such applications shall be submitted to the Management Committee for its approval.

(c) A copy of the Constitution of the Society, together with all By-Laws enacted under it, shall be supplied to every member on admission.

8. **ENSUBSCRIPTIONS AND OTHER DUES**

Annual subscriptions for all members shall be determined and may only be varied by a General Meeting of the Society. Currently, one time subscription for permanent member is S\$500. Annually subscription fee for ordinary member is S\$50. No Annual Subscriptions are required for Associate Members.

8.1 **Annual Subscriptions** are payable in advance on admission to membership. If a member falls into arrears with his subscriptions or other approved dues, his attention shall be drawn to it immediately by the Treasurer. The rights and privileges of member in arrears may be suspended by the Management Committee until such arrears are made good. If he continues to default with his payments for more than three months after his attention has been drawn to it, he shall automatically cease to be a member and the Management Committee may take legal action against him provided that they are satisfied that he has received due notice of his debts.

8.2 Any additional fund required for special purposes may only be raised from members with the consent of the General Meeting of the members.

9. **CESSATION OF MEMBERSHIP**

Membership of the Society shall be automatically terminated through:

- (a) Death;
- (b) **Resignation** - Notice of resignation shall be given to the Secretary in writing, and the member shall remain liable for all arrears due;
- (c) The provisions of Clause 8.3;
- (d) In the case of Associate Members, failure to pass the graduation examinations after 4 re-sittings in accordance with Clause 5.1(b);
- (e) Voting by not less than two-thirds of the Management Committee members present at the meeting to expel the member for any of the following reasons:-
 - (i) The member performing an act which causes disrepute to the Society;
 - (ii) The member violating any of the By-Laws of the Society;

Provided that members so expelled shall have the right to appeal to the General Meeting. The decision of the General Meeting shall be final and conclusive.

10 **REINSTATEMENT OF MEMBERSHIP**

Any member whose name is struck off the Register of the Society for any reasons whatsoever may apply at any time to the Management Committee for reinstatement and such member may be reinstated conditionally

or otherwise but the Management Committee shall not be bound to reinstate any member nor be obliged to disclose the reason for any non-reinstatement.

11. SUPREME AUTHORITY AND GENERAL MEETINGS

11.1 The supreme' authority of the Society is vested in a General Meeting of the members presided over by the President.

11.2 An Annual General Meeting shall be held in April.

11.3 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 30 voting members, whichever is the lesser, and may be called at any time by order of the Management Committee. The notice by writing shall be given to the Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within 2 months from receiving this request to convene the Extraordinary General Meeting.

11.4 If the Management Committee does not within 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 10 days' notice to voting members setting forth the business to be transacted.

11.5 At least 2 weeks' notice shall be given of an Annual General Meeting and at least 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.

11.6 Unless otherwise stated in this Constitution, voting by proxy shall not be allowed at all General Meetings.

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

(a) The previous financial year's accounts and annual report of the Management Committee.

(b) Where applicable, the election of office-bearers and Honorary Auditors for the following term.

11.8 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 1 week before the meeting is due to be held.

11.9 At least 25% of the total voting membership or 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.

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

12. MANAGEMENT AND COMMITTEE

12.1 The administration of the Society shall be entrusted to a Management Committee consisting of the following to be elected at alternate Annual General Meeting :-

(a) A President

- (b) Three Vice-Presidents
- (c) A Secretary
- (d) Two Assistant Secretary
- (e) A Treasurer
- (f) An Assistant Treasurer
- (g) One latest former president, who will be automatically elected.
- (h) Five Ordinary Committee Members

Only citizens and permanent residents of Singapore shall be eligible for the posts of President, Vice Presidents, Secretary, Assistant Secretaries, Treasurer, and Assistant Treasurer.

12.2 Names for the contestants for the above officers shall be submitted to the Chairman of the Annual General Meeting in writing not less than fourteen (14) days from the date of the Annual General Meeting. The Chairman of the Election Committee shall be appointed by the current Management Committee. The names for the above officers shall be proposed and seconded, and received most votes given by members attending the Annual General Meeting. The counting of votes will be divided to two phases: first phase is for top nine citizens and permanent residents; second phase is for all candidates. All office-bearers, except the Treasurer and Assistant Treasurer may be re-elected to the same or related post for a consecutive term of office. The term of office of the Management Committee is 2 years.

12.3 Elections 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.

12.4 A Management Committee Meeting shall be held at least once every 3 months after giving seven days' notice to Management Committee Members. The President may call a Management Committee Meeting at any time by giving five days' notice. At least half of the Management Committee Members must be present for its proceedings to be valid.

12.5 Any member of the Management Committee absenting himself from three meetings consecutively without satisfactory explanations 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 Annual General Meeting. Any changes in the Management Committee shall be notified to the Registrar of Societies within two weeks of the change.

12.6 The duty of the Management Committee is to organize and supervise the daily activities of the Society. The Management Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and always remains subordinate to the General Meetings.

12.7 The Management Committee has power to authorize the expenditure of a sum not exceeding \$10,000.00 per month from the Society's funds for the Society's purposes.

12.8 The length of term for management committee is set to three years, after the current management committee term is over in 2020.

13. DUTIES OF OFFICE-BEARERS

13.1 The President shall chair all General and Management Committee Meetings. He shall also represent the Society in its dealings with outside persons.

13.2 Three Vice-Presidents shall assist the President and the President should appoint one vice-president to deputize for him in his absence.

13.3 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 Management Committee Meetings. He shall maintain an up-to-date Register of Members at all times.

13.4 Two Assistant Secretaries shall assist the Secretary and the Secretary should appoint one assistant to deputize for him in his absence.

13.5 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 authorized to expend up to \$2,000.00 per month for petty expenses on behalf of the Society. He will not keep more than \$1,000.00 in the form of cash and money in excess of this will be deposited in a bank to be named by the Management Committee. Cheque, etc., for withdrawals from the bank will be signed by the Treasurer and either the President or the Vice--President or the Secretary.

13.6 The Assistant Treasurer shall assist the Treasurer and deputize for him in his absence.

13.7 Ordinary Committee Members shall assist in the general administration of the Society and perform duties assigned by the Management Committee from time to time.

14. AUDIT AND FINANCIAL YEAR

14.1 A firm of Certified Public Accountants shall be appointed as Honorary Auditors at / each Annual General Meeting for a term of 1 year and shall be eligible for reappointment.

14.2 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 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.

14.3 The financial year shall be from 1st January to 31st December.

15 TRUSTEES

15.1 If the Society at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration.

15.2 The trustees of the Society shall:

- (a) Not be more than 4 and not less than 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.

15.3 The office of the trustee shall be vacated if:

(a) The trustee dies or becomes a lunatic or of unsound mind.

(b) He is absent from the Republic of Singapore for a period of more than one year.

(c) He is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.

(d) He submits notice of resignation from his trusteeship.

15.4 Notice of any proposal to remove a trustee from his trusteeship or to appoint a new trustee to fill a vacancy must be given to all members in writing at least two weeks before the General Meeting at which the proposal is to be discussed. The Registrar of Societies shall be notified of any trustees appointed and of any change in trustees.

15.5 The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

16 VISITORS AND GUESTS

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.

17 PROHIBITIONS

17.1 Gambling of any kind, whether for stakes or not, 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.

17.2 The funds of the Society shall not be used to pay the fines of members who have been convicted in court of law.

17.3 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.

17.4 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.

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

17.6 The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its office-bearers, Management Committee or members unless with the prior approval of the relevant authorities.

17.7 The Society shall not raise funds from the public for whatever purposes without the prior approval in writing of the Head, Licensing Division, Singapore Police Force and other relevant authorities.

18 AMENDMENTS TO CONSTITUTION

No amendments, addition or deletion to this Constitution shall be made except at a general meeting and with the consent of two-thirds 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 INTERPRETATION

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

20 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 this Constitution. Should the members fail to resolve the matter, they may bring the matter to a court of law for settlement.

21 DISSOLUTION

21.1 The Society shall not be dissolved, except with the consent of not less than 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.

21.2 Notice of any proposal to dissolve the Society shall be given to all voting members not less than one calendar month before the date fixed for the General Meeting.

21.3 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 the manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.

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