

**CONSTITUTION OF  
ENGINEERS WITHOUT BORDERS (SINGAPORE)**

**1. NAME**

- 1.1 This Society shall be known as the “ENGINEERS WITHOUT BORDERS (SINGAPORE)” hereinafter referred to as the “Society”.

**2. PLACE OF BUSINESS**

- 2.1 Its place of business shall be at “10 Anson Road #10 – 11 International Plaza Singapore 079903” or such other address as may subsequently be decided upon by the Executive 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. OBJECTS**

- 3.1 Its objects are:
- a) To work, help and improve the quality of life of the underprivileged and those in poverty through humanitarian engineering in Singapore / overseas.
  - b) To gather and lead a society of like-minded and passionate people for humanitarian engineering in Singapore / overseas.
  - c) To promote engineering education in Singapore / overseas.
- 3.2 Its strategies / plan for growth are:
- a) To build an effective and efficient society to support the Society’s vision and mission in Singapore.
  - b) To recruit and retain the right people / volunteers in Singapore.
  - c) To attract and foster good cooperation / partnership with like-minded groups / companies in Singapore / overseas.

3.3 The Society shall not engage in activities outside Singapore which are not in accordance with the laws of the foreign country.

#### **4. MEMBERSHIP QUALIFICATION AND RIGHTS**

4.1 Membership to the Society is open to any person residing in Singapore. The organization will not discriminate on the basis of gender, age, race, religion, disability, sexual orientation, ethnicity, political persuasion, social status, nationality, family background, marital status or education.

4.2 A person becomes a member of the Society by expressing an interest to be actively involved in this Society. A list should be kept of all active members.

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

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

#### **5. APPLICATION FOR MEMBERSHIP**

5.1 A person wishing to join the Society should submit his/her particulars to the Secretary by completing the membership application form.

5.2 The President, Vice-President, Secretary or Treasurer shall approve membership applications.

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

6.1 There shall be no entrance fee payable for all members.

6.2 There shall be no subscriptions payable by members.

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.

## **7. 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 from the close of its 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 Executive 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.
- 7.4 If the Executive Committee does not proceed to convene an Extraordinary General Meeting within two (2) months after the date of the receipt of the written request, 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 shall not be 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 Executive 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.

## **8. MANAGEMENT AND EXECUTIVE COMMITTEE**

8.1 The administration of the Society shall be entrusted to an Executive Committee consisting of the following to be elected at an Annual General Meeting:

A President

A Vice-President

An Honorary Secretary

An Honorary Assistant Secretary

An Honorary Treasurer

An Honorary Assistant Treasurer

Five Executive Committee Members

Unless with the prior approval in writing of the Registrar or an Assistant Registrar of Societies, majority of the Executive 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 Executive Committee Members. The Executive Committee may at its discretion co-opt up to two members to the Committee as Executive Committee Members.

8.2 Names for office-bearers 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 Honorary Treasurer may be re-elected to the same or related post for a consecutive term of office. The term of office of the Executive Committee is three 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) withdrew in favour of one of themselves.
- 8.4 An Executive Committee Meeting shall be held at least once every 4 months after giving seven (7) days' notice to Executive Committee Members. The President may call an Executive Committee Meeting at any time by giving five (5) days' notice. Majority of the Executive Committee Members must be present for its proceedings to be valid.
- 8.5 Any member of the Executive Committee absenting himself from three (3) meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Executive Committee and a successor may be co-opted by the Executive Committee to serve until the next Annual General Meeting. Any changes in the Executive Committee shall be notified to the Registrar of Societies within two (2) weeks of the change.
- 8.6 The duty of the Executive Committee is to organise and supervise the daily activities of the Society. The Executive 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.
- 8.7 The Executive Committee has power to authorise the expenditure of a sum not exceeding \$1000.00 per month from the Society's funds for the Society's purposes.

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

- 9.1 The President shall chair all General and Executive Committee meetings. He/She shall also represent the Society in its dealings with outside persons.

- 9.2 The Vice-President shall assist the President and deputise for him/her in his/her absence.
- 9.3 The Honorary Secretary shall keep all records, except financial, of the Society and shall be responsible for their correctness. He/She will keep minutes of all General and Executive Committee meetings. He/She shall maintain an up-to-date Register of Members at all times.
- 9.4 The Honorary Assistant Secretary shall assist the Honorary Secretary and deputise for him/her in his/her absence.
- 9.5 The Honorary 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/She is authorised to expend up to \$500.00 per month for petty expenses on behalf of the Society. He/She will not keep more than \$1000.00 in the form of cash and money in excess of this will be deposited in a bank to be named by the Executive Committee. Cheques, etc. for withdrawals from the bank will be signed by the Treasurer and either the President or the Vice-President or the Secretary.
- 9.6 The Honorary Assistant Treasurer shall assist the Honorary Treasurer and deputise for him/her in his/her absence.
- 9.7 Executive Committee Members shall assist in the general administration of the Society and perform duties assigned by the Executive Committee from time to time.

## **10. AUDIT AND FINANCIAL YEAR**

10.1 Two (2) voting members, not being members of the Executive Committee, shall 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. 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 \$500,000.00 in that financial year, in accordance with Section 4 of the Societies Regulations.

10.2 They:

- 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 Executive Committee.

10.3 The financial year shall be from 1<sup>st</sup> December to 30<sup>th</sup> November.

## **11. 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 passes on or becomes 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/her trusteeship.
- 11.4 Notice of any proposal to remove a trustee from his/her 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.

## **12. USAGE OF LOGO**

- 12.1 The logo may be used in a professional manner on the Society's and their members' web site, social media, business cards, stationery, literature, or in any other comparable manner to signify the user's membership in the Society. The logo may not be used in any manner that discredits the Society or tarnishes its reputation and goodwill; is false or misleading; violates the rights of others, any law, regulation, or other public policy; or mischaracterizes the relationship between the Society and the user, including but not limited to any use of the logo that might be interpreted as an endorsement, approval, sponsorship, or certification by the Society of the user, the user's business or organization, or the user's products or services, or that might be interpreted as support or encouragement to purchase or utilize any user's products or services.
- 12.2 Without further notice, the Society reserves the right to prohibit use of the logo if it determines that a user's logo usage, whether willful or negligent, is not in strict accordance with the terms and conditions of this constitution, otherwise could discredit the Society

or tarnish its reputation and goodwill, or the user is not the Society's individual member in good standing.

12.3 The logo may not be revised or altered in any way, and must be displayed in the same form as produced by the Society.

12.4 Any use or change of logo is subject to the approval of the Registrar of Societies.

### **13. VISITORS AND GUESTS**

13.1 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.

### **14. PROHIBITIONS**

14.1 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.

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

14.3 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.

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

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

14.6 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, where necessary.

## **15. AMENDMENTS TO CONSTITUTION**

15.1 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.

## **16. INTERPRETATION**

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

## **17. DISPUTES**

17.1 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.

## **18. DISSOLUTION**

18.1 The Society shall not be dissolved, except with the consent of not less than three-fifths ( $3/5$ ) 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.

- 18.2 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.
- 18.3 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.