

CONSTITUTION OF

International Education Society (IES)

NAME

- 1.1 This Society shall be known as the “International Education Society”, hereinafter referred to as the “Society”.

PLACE OF BUSINESS

- 2.1 Its place of business shall be at “Blk 135 Jurong Gateway Road, #04-343 Singapore 600135.” 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 Its objects are:
- a) To provide solutions towards societal betterment through educational services;
 - b) To promote educational and cultural exchanges internationally;
 - c) To build a platform that provides support and consultancy to bridge educational and societal resources and opportunities to individuals, communities, businesses and governments;
- 3.2 In furtherance of the above objects, the Society may promote the general welfare of the Society members, by serving as a communication channel between the Society members and representatives from other nation.

MEMBERSHIP QUALIFICATION AND RIGHTS

4.1 Membership is open to all persons of any nationalities, whose interests are aligned to the Objects of the Society in paragraph 3.1, and subject to the qualification criteria set by the Committee. For the avoidance of doubt, these qualifications apply only at the time of applying for membership.

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

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 new member must be proposed and seconded by existing members.

The Management Committee which is made up of the President, Vice President, Secretary and Treasurer will then 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 \$30 is payable within two weeks of approval of membership, in default of which membership may be cancelled by order of the Committee. This entrance fee shall be waived for members who joined the society before 29 February 2020.

6.2 There shall be an annual subscription fee of \$30 payable by members.
The other source of funding of the Society shall be derived from free-will offerings.

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 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 50% of the total voting membership or thirty (30) voting members, whichever is the lesser, and may be called at any time 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.

☆ Compulsory for all societies.

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 Voting by proxy shall be allowed at all General Meetings. One voting member can only stand in proxy for one other voting member.

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 gives notice to the Secretary one (1) week before the meeting is due to be held.

7.8 At least 50% 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, and they shall have the 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
A Vice-President
An Honorary Vice-President
A Secretary
Assistant Secretary
A Treasurer
Assistant Treasurer
Committee Members
Honorary Auditor 1
Honorary Auditor 2

[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.] ☆

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 Management Committee is two years.

☆Compulsory for the societies in attached Annex.

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 A Management 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 Management 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 Management 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.

8.7 All budget for the following year will be planned out and approved by the Management committee by the end of that year.

8.8 All ad hoc projects need to submit proposal plan which will be brought up at Management Committee Meeting for approval before committing any resources to them.

DUTIES OF OFFICE-BEARERS

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

9.2 The Vice-President shall assist the President 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/She will keep minutes of all General and Committee 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/She is authorised to expend up to \$800 per month for petty expenses on behalf of the Society. He will not keep more than \$1000 in the form of cash and money in excess of this will be deposited in a bank to be named by 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.

9.6 The Assistant Treasurer shall assist the Treasurer and deputise for him in his absence.

9.7 Ordinary Committee Member 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 Two (2) voting members, not being members of the 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 Public Accountants and Chartered 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 audit each year's accounts and present a report of it 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 *(to be assigned by the Registry of Societies)*.

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 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.

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 (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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ANNEX

For the categories of societies listed below, the majority of the Committee Members must 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.

- a) Religious societies.
- b) Societies which identify themselves publicly as or whose membership is confined exclusively to members of a single race.
- c) Any society whose object, purpose or activity, whether primary or otherwise, is to represent; promote any cause or interest of; or discuss any issue relating to a class of persons defined by reference to their gender or sexual orientation.
- d) Any society whose object, purpose or activity, whether primary or otherwise, is to promote or discuss the use or status of any language.
- e) Any arts groups except those promoting classical music/works.

For societies categorized as below, the majority of the Committee Members must be Singapore Citizens. In addition, the President, Secretary, Treasurer and their deputies shall be Singapore Citizens. Foreign Diplomats shall not serve as Committee Members.

- a) Any society whose object, purpose or activity, whether primary or otherwise, is to represent persons who advocate; promote; or discuss any issue relating to any civil or political right (including human rights, environmental rights and animal rights).

Guidelines on drawing up a Constitution

- Societies may draft their own constitution or choose to use or modify ROS' Guide Constitution.
- Basically, a society's constitution should have rules to cover:

#	Clause	Purpose
1.	Name	Spells out the official name of the society.
2.	Place of Business	Spells out the place of business of the society.
3.	Objects	Spells out the main aims or objects in order of priority for which the society is formed, or which it may pursue, or for which its funds or any of them may be used.
4.	Statement of Faith(compulsory for Churches)	Spells out the religious beliefs of the society.
5.	Membership Qualification and Rights	Spells out the society's membership criteria e.g. <ul style="list-style-type: none">· The characteristics of person qualified to become a member and the class of membership, if any· Whether membership is restricted by sex, age, interest, experience, academic performance, etc· Voting rights of members and their rights to hold office
6.	Application for Membership	Spells out the procedure of applying for membership, the method of conferment of membership.
7.	Entrance Fees, Subscription and Other Dues	Specifies the sources from which the society shall derive its income, including the rates and method of payment of such entrance fees and periodical subscriptions as may be decided upon.
8.	Supreme Authority and General Meetings	Provides that the supreme authority over the society lies with the General Meeting of members and the quorum required for the transaction of business at any General Meeting of the society.

9.	Management and Committee	Lists the titles of the office-bearers and the method of appointment of the committee or governing body entrusted with the day-to-day administration of the society.
10.	Duties of Office-Bearers	Specifies the functions, powers and responsibilities of each office-bearer including the authority or authorities for expenditure from the funds of the society.
11.	Audit and Financial Year	Specifies the election/appointment of auditors and the keeping of accounts of the income and expenditure of the society and the publication of such accounts to its members annually.
12.	Trustees	Applicable to societies with or likely to have immovable properties.
13.	Visitors and Guests	Imposes limitation as to the number of guests a member may bring in and the number of visits a guest can make within a specified timeframe.
14.	Prohibitions	Spells out the activities the society must not engage in. The prohibition clauses listed from 13.1 to 13.7 in ROS' Guide Constitution are compulsory.
15.	Amendments to Constitution	Spells out the manner by which the constitution or rules of the society may be amended.
16.	Interpretation	Spells out the power of the Committee in dealing with any matter pertaining to the day-to-day administration of the society which is not expressly provided for in the Rules and the authority of the General Meeting to reverse the decision of the Committee under such circumstances.
17.	Disputes	Spells out the manner by which disputes should be handled by members of the society.
18.	Dissolution	Spells out the rules for the voluntary dissolution of the society and the manner by which the assets of the society is to be disposed upon dissolution.

