

**CONSTITUTION OF
TAMPINES SMALL AND MEDIUM ENTERPRISES ASSOCIATION,
AS AT 1ST MAR 2024**

NAME

- 1.1 This Society shall be known as **the Tampines Small and Medium Enterprises Association**, ROS Nbr :T06SS0086k hereinafter referred to as the “Society”.

PLACE OF BUSINESS

- 2.1 Its place of business shall be at “ Block 9008 Tampines Street 93 #02-05 Tampines Industrial Park A Singapore 528843” 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 create awareness and business opportunity for small and medium enterprises in Tampines as well as within East Coast GRC or business partners that will help members in their business.
 - b) This Society will organise trade and industry activity event for members to expand their trade and business.
 - c) To co-ordinate with the relevant authority in improving Tampines Industry and Trade and also submit feedback to the relevant authority.
 - d) To assist members in upgrading the employee.
 - e) To provide a place and \ or cater for recreational activities such as karaoke singing, games, events, gatherings among members to promote racial harmony, business opportunities via social networking activities for bonding among members.
 - f) To collaborate with Association of Small and Medium Enterprises (ASME)/Singapore Chinese Chamber of Commerce Industries (SCCCI) / Singapore Digital Chamber of Commerce / Global Business Chambers / SME Marketing Academy / BNI, other business partners etc in organizing workshops to promote sharing of government grants, initiatives among members..

- g) To provide place for regular meetings with business partners e.g banks, ASME, SCCCI, WDA, etc as well as venue to conduct relevant training.
- 3.2 In furtherance of the above objects, the Society may look for overseas business opportunity contact and trade mission.

MEMBERSHIP QUALIFICATION AND RIGHTS

- 4.1 There are 2 types of membership Ordinary Membership and Associates membership.
- 4.2 Ordinary membership is open to all Company (Small and Medium Enterprises) which is register with Accounting and Corporate Regulatory Authority (ACRA) throughout Singapore. There is no restriction in the location where the members' office reside.
- 4.2.1 Each ordinary member is to appoint one (1) representative who are above 21 years of age shall have the right to vote and to hold office in the Society.
- 4.3 Associates Membership is open to individual, either Singaporean or Permanent Residents, who are above 21 years of age and do not have the right to vote and cannot hold office in the Society.
- 4.4 The Management Committee has the rights to terminate member's membership with immediate effect, should the member show disrespect to the association rules & regulations and ruined association's reputation. A member terminated under clause 4.4 may within one month of the notification of his expulsion, appeal to the General Meeting of members against the decision of the Management Committee. The decision of the General Meeting shall be final.

APPLICATION FOR MEMBERSHIP

- 5.1 The Company (The Small and Medium Enterprises) together with a letter of appointed representative wishing to join the Society as Ordinary Membership should submit his particulars to the Secretary on a prescribed form. Any individual, either Singaporean or Permanent Resident wishing to join the Society as an Associate Member should submit his particulars to the Secretary on a prescribed form

- 5.2 A new member must be proposed and seconded by existing members either via meeting or email or approval via Whatsapp, followed by welcoming members into the chat group and giving them a welcome letter and document in following month meeting minutes.
- 5.3 A copy of the Constitution shall be furnished to every approved member upon payment of the annual fee

ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

- 6.1 There shall be no entrance fee payable for all members.
An annual fee of \$ 120.00 for ordinary and associate members, is payable within one week of election to membership, in default of which membership may be cancelled by order of the Committee. Member can decide if he\she wish to terminate the membership and request via notice in writing or via email or whatsapp to any committee members.
- 6.2 Annual subscriptions are payable in advance within the first month of the year. If the membership join mid-year, the membership shall be calculated on pro-rated basis. If a member falls into arrears with his subscription or other dues, he shall be informed immediately by the Treasurer. If he fails to settle his arrears within four (4) weeks of their becoming due, the President may order that his name be posted on the Society's notice board and that he be denied the privileges of membership until he settles his account. If he falls into arrears for more than two (2) months, he will automatically cease to be a member and the Committee may take legal action against him provided that they are satisfied that he has received due notice of his debts, based on case by case basis.
- 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.

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 between Jan to Mar

- 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 fifteen (15) 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 together with the member written appointed representative 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 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 twenty five (25) 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 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

Four (4) Vice-Presidents

A Secretary

An Assistant Secretary

A Treasurer

An Assistant Treasurer

Social and Leisure Officer

An Assistant Social and Leisure Officer

Minimum of two (2) and a maximum of six (6) Ordinary Committee

The current President will automatically be appointed as Immediate Past President after the end of his/her term. The Immediate Past President has the right to vote and can act on behalf of President in event if there is any resignation of President or Vice Presidents.

The Immediate Past President can be re-elected as 'President' for future terms..

- 8.2 Names for the above offices shall be proposed and seconded by nomination at the Annual General Meeting and election will follow on a simple majority vote of the members. 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 President shall automatically be an Immediate Past President and the Secretary shall automatically be an Ordinary Committee Member for one (1) term. 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, 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 Committee Meeting shall be held at least once every two (2) 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. At least half (½) 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 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. Member can send his proxy or substitute to attend the committee meeting.
- 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.
- 8.7 The Committee has power to authorise the expenditure of a sum not exceeding \$ 5,000.00 per month from the Society's funds for the Society's purposes.

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 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 is authorised to expend up to \$ 500.00 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 Committee. Cheques, etc. for withdrawals from the bank will be signed by the Treasurer or Assistant 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 The Assistant Social and Leisure Officer shall assist the Social Leisure Officer and deputise for him in his absence.
- 9.8 Ordinary Committee Members shall assist in the general administration of the Society and perform duties assigned by the Committee from time to time.

RECREATIONAL CLUB SUB-COMMITTEE

- 10.1 Establishment of Recreational Sub-committee to manage the recreational activities within the society's premises and report back to Management Committee for any decision made at the Recreation Sub-committee.
- 10.2 Anyone members (Ordinary and Associates) members shall enjoy the facility within the society's premises at the members' rate.
- 10.3 The Recreational Club Sub-Committee may make up of 3-5 existing members, including President. The nominations shall be approved at the Management Committee Meeting.

- 10.4 The purpose of this sub-committee is to manage the recreation activities such as karaoke singing, games, events, gatherings among members to promote racial harmony, business opportunities via social networking activities and to create bonding among the members.

AUDIT AND FINANCIAL YEAR

- 11.1 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 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.
- 11.2 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 Committee.
- 11.3 The financial year shall be from 1st January to 31st December.

TRUSTEES

- 12.1 If the Society at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.
- 12.2 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.

12.3 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.
- e) If he left the organisation and there is no replacement

12.4 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.

12.5 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

13.1 Visitors and guests may be admitted into the premises of the Society but accompanied by Association Members only. All visitors and guests shall abide by the Society's rules and regulations. Each member is entitled to bring 1 visitor\guest into the premises but shall not enjoy the benefits of a member. Every member\visitor\guest must sign in when entering the premises.

13.2 Association Members may reserve the club house for function and he\she can invite maximum of 40 guests, no sign in is required.

PROHIBITIONS#

14.1 Gambling of any kind (does not involve monetary value), 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. Social gambling such as Mah-jong, without monetary value, term as "Game", is permitted, however subject to approval of license requirement by Gambling Regulatory Authority.

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 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.

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

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

14.7 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

- 15.1 No alteration or addition/deletion to this Constitution shall be made except at a committee meeting and with the consent of two-thirds (2/3) of the committee members present at the Meeting, and they shall not come into force without the prior sanction of the Registrar of Societies.

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 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

- 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.

DISSOLUTION

- 18.1 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.
- 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.

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