

# THE PATRICIAN SOCIETY

## CONSTITUTION

*(Amended by AGM on 25 June 2016 and approved by RoS on 04 Sep 2016)*

## **NAME**

1. This society shall be known as **THE PATRICIAN SOCIETY**

## **INTERPRETATION**

2. In this Constitution, unless the context otherwise requires:

“the Society’ means the Patrician Society.

“members” means all classes of members of the Society as provided in this Constitution.

“the Committee” means the Committee of the Society, also called Executive Committee (Ex-Co).

“the School” means St Patrick’s School.

The singular includes the plural, and the plural includes the singular. The masculine gender includes the feminine.

## **OFFICE**

3. The place of business and meetings of the society shall be at St Patrick’s School, 490 East Coast Road, Singapore 429058 or such other places decided by the Committee and approved by the Registrar of Societies.

## **OBJECTS**

4. The objects of the Society are:
  - a. To provide an organization and facilities to enable past and present students and teachers and other staff members of the School to meet, establish and maintain friendly relations inter se, and to bring them into close and constant touch with the School and its activities.

- b. To create, foster and maintain a feeling of unity, identity and co-operation among present and past students and staff of the school.
- c. To promote social, intellectual, sport and recreation activities.
- d. To raise funds for use for the promotion of all activities of the Society, and in particular for the creation and application of Scholarships for deserving and needy students of the School.
- e. To assist students passing out from the School to secure employment in the public and private sectors in Singapore.
- f. Generally to do any or all such acts as are incidental or conducive to the attainment of the above objects.

## **PATRON**

- 5. The Committee may from time to time invite some distinguished person to be patron of the Society, and upon such person giving his consent to act as patron, he shall hold office for such period as the Committee shall decide. The patron shall during his term of office be ipso facto an Honorary member of the Society, and shall be entitled to all privileges and benefits of the Society, but shall not be entitled to vote at meetings, nor take part in the management of the society's affairs. The Patron shall not be required to pay any fees. The Patrons shall be Singapore Citizens.

## **MEMBERSHIP**

- 6. a. Ordinary Members. Shall be past students of the school, parents of present students and current members of the Staff. **Only ordinary members 21 years and older shall** be entitled to vote and to hold office.
- b. Life Members. Upon payment of the Subscription fees of \$100 past students of St Patrick's School, may be admitted by the Committee as Life members. They shall enjoy all the privileges of Ordinary members.

c. Honorary Members. The Committee may elect the current principal and members of the teaching staff of the school as Honorary members. He shall be entitled to all privileges and benefits of membership except the right to vote and hold office.

d. Associate Members. The spouse of any Ordinary or Life members may be elected by the Committee to be an Associate member. He/She shall be entitled to all privileges of membership except the right to vote and hold office.

e. Inducted Members. All past and student of the school; and staff who have studied or served at least for twelve (12) months. Inducted members in person or by proxy shall be included in the count for quorum purposes whether when calling for or holding an Extra-ordinary General Meeting (EGM)/ Annual General Meeting (AGM). Inducted members do not have a right to vote except on specific non-controversial motions that the Ex-Co beforehand agrees or a two-third majority of ordinary and life-members present or by proxy agrees to, by a simple vote of hands. They cannot vote on amendments to the Constitution.

7. A person wishing to join the society as Ordinary, Life or Associate member shall be proposed by a member. The applicant shall send his nomination to the Committee together with the entrance fee and one year's subscription.
8. The application shall be processed by the Committee at its next meeting after the application is received and the applicant shall then be elected to membership by a majority vote of the Committee members present at the meeting.
9. In the event that the application is rejected, all moneys received from the applicant shall be returned, and he shall not be eligible to apply again for a period of six months.
10. A person after being elected to Honorary member, the Secretary shall give him written notice of the same together with a copy of the Constitution of the Society. Upon his acceptance of election, the person shall become an Honorary member. His membership may also be terminated by the Committee if so required.

11. The entrance fee of an Ordinary member shall be \$10 and the subscription shall be \$10 per annum from the date of membership.
12. A Life member is required to pay a commuted subscription of \$100.
13. An Honorary member shall not be required to pay either entrance fee or subscription.
14. An Associate member shall pay an annual subscription of \$5. No entrance fee shall be payable.

## **RESIGNATION AND EXPULSION OF MEMBERS**

15. Any member may resign from the Society by giving written notice to the Secretary of the same.
  - a. Any matter involving the improper conduct of any member or his expulsion from the Society shall be referred by the President to the Committee at a meeting.
  - b. The Secretary shall notify the member in question of the meeting, and the member shall be entitled to be present and to be heard at the meeting before, but not when, a decision or recommendation of the Committee is recorded.
  - c. A member who, in the opinion of not less than two-thirds of the members of the Committee present and voting at such meeting:
    - (1) has committed a breach of the Constitution; or
    - (2) has acted in any way contrary to the interests of the Society; or
    - (3) has by his conduct, rendered himself unfit to be a member; may be expelled from the Society.

## **CONSTITUTION AND ADMINISTRATION**

16. The Society shall be managed by an Executive Committee (Ex-Co)

of at least 51% Life Members and/ or Ordinary Members with at least three (3) years continuous valid memberships and not less than seven members (7) namely:

- a. President
  - b. Vice President
  - c. Treasurer
  - d. Secretary
  - e. and three Committee members
17. The Committee shall be elected at the Annual General Meeting of the Society, and it shall remain in office for **two (2) years**. **Ex-Co members may step down after one (1) year; and they shall be deemed as having completed their tour of duty rather as than a resignation.**
- a. Establishment of Stewardship Ex-Co. In the event that the Society becomes dormant or the mandate of the last Ex-Co lapses, a Stewardship Ex-Co can be formed by the last Ex-Co which shall automatically be empowered to deal and do the needed filings with government agencies, banks, etc. on behalf of the Patrician Society until relieved by a new Ex-Co elected through an AGM/ EOGM; or dissolution of the Patrician Society or resignation. The Stewardship Ex-Co will endeavor to make known their establishment/ existence and composition thorough websites, social media etc. where practicable. In view of the extraordinary circumstances, the Stewardship Ex-Co shall by simple vote amongst themselves, deputise another Ex-Co member to cover for any duty/ function in the event of death, incapacity or long absence for routine matters. It can also nominate and if necessary, co-opt any Patrician Society member to replace any officer-bearer. It shall respond and call for an AGM/ EOGM within a reasonable time, but not exceeding 3 months whenever a requisition signed by at least twenty members (20), including inducted members, is received.
18. All members of the Committee, shall be eligible for re-election upon expiry of their term of office. However, the Treasurer may be re-elected for up **to two (2) consecutive two (2) year terms** after which he must step down for at least one **(1)** recess term. He may thereafter be re-elected

for up to two (2) consecutive two (2) year terms before taking another mandatory recess term and so on.

19. In case of a vacancy arising in the Committee, the Committee shall have the power to fill such vacancy for the unexpired term.
20. The Committee shall have power to invite any member of the Society to attend any of its meetings, but such person shall not have the right to vote.

### **POWERS AND FUNCTIONS OF THE COMMITTEE**

21. The Committee shall have the following powers and functions:
  - a. To act for and represent the Society in all matters.
  - b. To decide all matters concerning the management and working of the Society.
  - c. To carry out the decisions and resolutions arrived or passed at meetings.
  - d. To be the sole authority for the interpretation of the Constitution of the Society.
  - e. To appoint sub-committees and delegates to such sub-committees such of its powers and duties as it shall deem necessary.
  - f. To invest and generally to deal with the moneys or funds of the Society in such manner as the Committee thinks fit to be in the interest of the Society.
  - g. To carry out all of any of the objects of the Society and to do any act incidental to, necessary for, or subsidiary to, the objects of the Society and any of them.

### **MEETINGS AND WORKING OF THE COMMITTEE**

22. The Committee shall regulate its meetings as it thinks fit, and seven (7) clear days notice for every such meeting, together with any agenda

thereof, shall be given.

23. The quorum for a meeting shall be four (4). Proxies may be given by verbal, written or electronic correspondence to the chairperson of the meeting.
24. The President shall preside at all meetings of the Committee. In the event of the President being absent, the Vice President shall preside and if both be absent, the members present shall elect one of their numbers to preside at the meeting.
25. Each member of the Committee shall have one vote, and except where otherwise provided, decisions of the Committee shall be taken by a majority vote. In the event of there being an equality of votes, the President of the meeting shall have an additional or casting vote.
26. Decisions may be taken by the Committee via correspondence, circular, and or telephone, and without an actual meeting of its members, on matters which are in the opinion of the President or Vice President of an urgent and non- controversial nature. Such decisions shall be confirmed or ratified at the next Committee meeting.
27. Any member of the Committee absenting himself from three consecutive meetings without explanation satisfactory to the Committee, shall ipso facto cease to be a member thereof.

## **DUTIES OF OFFICE BEARERS**

28. The President shall represent the Society in its dealings with members of the public and other organizations.
29. The Vice President shall deputise for the President in his absence.
30. The Secretary shall keep all records, except the financial accounts, of the Society and shall be responsible for their correctness. He shall keep minutes of all meetings, and shall prepare the Annual Report and submit the same two weeks before the Annual General Meeting.
31. The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Society, and shall be responsible for their correctness.



He shall operate a bank account on behalf of the Society, and shall keep all funds in such account. He shall be authorised to keep in hand a sum of \$50 as petty cash at any one time. He shall prepare the annual Income and Expenditure Account Statement and Balance Sheet for audit and submit the same two weeks before the Annual General Meeting. All cheques shall be signed by the Treasurer, and shall be counter-signed by either the President or Vice President.

## **ANNUAL AND EXTRAORDINARY GENERAL MEETINGS**

32. The Society shall hold an AGM of members not later than the 30th day of **SEPTEMBER** in each year.
  - a. to confirm the Minutes of the last Annual General Meeting.
  - b. to receive, and if approved, pass the Annual Report and Accounts for the previous year ending 30th JUNE.
  - c. to elect the members of the Committee for the ensuing year.
  - d. to appoint auditors for the ensuing year.
  - e. to transact any other business that may be properly brought before such a meeting.
33. A member standing for election to the Committee must be nominated by a member and seconded by another member. **Nominations and agreement by those being nominated are to be submitted in writing or electronic correspondence to the Secretary, at least 7 working days before the AGM commences. The nomination list is to be published electronically at least 3 working days before the meeting on the Society's public website or mainstream social media platforms as appropriate.**
34. The Committee shall call an Extraordinary General Meeting of members whenever it shall deem necessary, or whenever a requisition signed by at least twenty members is received.
35. The Secretary shall give at least seven clear days' notice of an Annual General Meeting or Extraordinary General Meeting to all members.
36. The quorum for an Annual General Meeting or Extraordinary General

Meeting shall be twenty members. Proxies may be given in written or electronic correspondence in the manner prescribed to the Secretary, at least 48 hours before the meeting commences. If the quorum shall not be present within 30 minutes after the time scheduled, the President shall, in the case of an Extraordinary General Meeting, dissolve the Meeting, and in the case of the Annual General Meeting adjourn the meeting for 30 minutes. At the end of the adjourned meeting, if a quorum shall still not be present, the President may declare the numbers present to be a quorum and proceed with the Annual General Meeting. Provided that without the stipulated quorum, the adjourned meeting shall not have the power to alter or amend the Constitution or any rules or regulations of the Society.

37. All questions arising at an Annual General Meeting or Extraordinary General Meeting shall be decided by a majority of votes, and in case of an equality of votes, the Chairman at the meeting shall have an additional or casting vote.
38. The Principal of St Patrick's School may be present at each committee meeting and Annual/Extraordinary General Meeting.

## **PROHIBITION**

39.
  - a. Gambling of any kind such as the playing of paikow or mahjong, whether for stakes or not, is forbidden on the society's premises. The introduction of materials for gambling or opium smoking and of bad characters into the premises is prohibited.
  - b. The funds of the society shall not be used to pay the fines of members who have been convicted in Court.
  - c. The society shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any Trade Union activity as defined in any written law relating to trade unions for the time being in force in Singapore.
  - d. 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.

## **AUDIT**

40. Two (2) persons not members of the Committee will be elected as Hon Auditors at each the annual general meeting and will hold office for two (2) years. They must step down for at least one year before they can be re-elected for another two (2) years before taking another mandatory 1 year recess and so on. They will be required to audit each year's account and provide a report upon them to the annual general meeting. They may be required by the President to audit the society accounts for any period within their tenure of office at any date and make a report to the Committee.

## **ALTERATION OF CONSTITUTION**

41. No amendment to the Constitution shall be made, except at an Annual General Meeting or at an Extraordinary General Meeting specially convened for that purpose and except in the manner hereinafter provided.
42. Any proposed amendment to the Constitution shall be proposed by a member and seconded by another member and shall be submitted in writing to the Secretary. Every proposal for amendment must be supported by reasons.
43. A proposal to amend the Constitution shall not be passed and accepted unless it is carried by a two-thirds majority of the members present and voting at the Meeting. For the purpose of this clause, and notwithstanding any other provision herein, the quorum for such a Meeting shall be twenty members.

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*(Amended by AGM on 25 Jun 2016 and Approved by ROS on 04 Sep 2016)*