

CONSTITUTION OF

THE ITALIAN SUPPLEMENTARY SCHOOL

(Registered with the Registrar of Societies under “Association for the Promotion of the Italian Culture in Singapore”).

NAME

1.1 This Society shall be known as ‘A.P.I.C.S.’, hereinafter referred to as the “Society”(The name means that the Association will be promoting the Italian Culture in Singapore).

PLACE OF BUSINESS

2.1 Its place of business shall be at the “43A, Beach Road, Level 2, Evershine & Century Complex, Singapore 189681 ”, 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 authority, where necessary.

OBJECTS

3.1 Its objects are:

- a) To promote and support the Italian language and cultures through classes, lectures, seminars and recreational activities.***
- b) To foster and integrate the Italian and Singaporean Cultures, through different kinds of activities (movies, music classes, cooking classes, etc).***

c) To encourage and assist the learning and acquisition of the mother tongue for ITALIAN CHILDREN, CITIZENS, and whoever is interested in such activities.

MEMBERSHIP QUALIFICATION AND RIGHTS

4.1 Membership is open to whoever is interested and supports the aim of the Society/Association.

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.

OR

The Committee will decide on the application for membership.

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

ENTRANCE FEES

6.2 There shall be no subscriptions payable by members. The funds 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.

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 every year.

7.3 At other times and 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 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 (2) months from receiving this request to convene the Extraordinary General Meeting.

7.4 Unless otherwise stated in this CONSTITUTION, (voting by proxy shall be allowed at all General Meetings.)

7.5 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.

7.6 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.

7.7 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 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

A SECRETARY

A VICE SECRETARY

A TREASURER

A VICE-TREASURER

4 COMMITTEE MEMBERS

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 and Assistant Treasurer may be reelected to the same or related post for a consecutive term of office. The term of office of the Committees is two years.

8.3 Election will be either by show of hands or subjects 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.

8.4 A Committee Meeting shall be held at least once every 4 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 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 Committee is to organize 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 authorize the expenditure of a sum not exceeding S\$1,000 per month from the Society's funds for Society's purposes.*

DUTIES OF OFFICE-BEARERS

- 9.1** *The President shall chair all General and 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 deputies 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/She, shall maintain an up-to-date Register of Members at all times.*
- 9.4** *The Vice-Secretary shall assist the Secretary and deputise for him/her in his/her absence*

9.5 The Treasurer shall keep all funds and collect and disburse all money 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 S\$ 1,000 per month for petty expenses on behalf of the Society. He will not keep more than S\$1,000 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 by the President or the Vice-President or the Secretary.

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

9.7 All the Committee Members shall assist in the general administration of the Society and perform duties assigned from 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 each Annual General Meeting and will hold office for a term of one year 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 S\$ 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 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.

10.3 The financial year shall be from July to June of every year.

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 Trustees 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 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.

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 unless with the prior approval of the relevant authorities.

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.

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 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 $\frac{3}{5}$ 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.

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 be 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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