



OLD VICTORIANS' ASSOCIATION

RULES OF THE ASSOCIATION

PREAMBLE

We, the former students of the School, believing in the need to ensure the spirit of the School, and to maintain the comradeship that exists between us all, do hereby establish the Old Victorians' Association Singapore.

1. NAME

- a. The Association shall be called "THE OLD VICTORIANS' ASSOCIATION".

2. INTERPRETATION

- a. The "Association" shall mean the OLD VICTORIANS' ASSOCIATION.
- b. The "School" shall mean Victoria School, Victoria Junior College, the former Kampong Glam Malay Branch School, the former Victoria Bridge School and the former Jalan Besar Boys' School.
- c. The masculine shall include the feminine.
- d. The "Principal" shall mean the Principal or Acting Principal of Victoria School and the Principal or Acting Principal of Victoria Junior College, as the case may be.
- e. The "Council" shall mean the Management Committee of the Association unless otherwise stated.

3. PLACE OF BUSINESS AND MEETING

- a. Its place of business shall be at Victoria School, 2 Siglap Link, Singapore 448880, or such other place as may be decided upon by the Council with the prior approval of the Registrar of Societies. The Association shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

4. OBJECTS

- a. The objects of the Association shall be:
 - i. to encourage friendly association between former students of the School;
 - ii. to promote a closer co-operation between past and present students of the School;
 - iii. to give support, pecuniary or otherwise, to any deserving movement that is directly connected with the Association or with the School;
 - iv. to promote sports, social and cultural activities amongst members;
 - v. to assist financially or otherwise needy and deserving students of the School.

5. MEMBERSHIP

- a. Membership shall be of three groups:
 - i. Ordinary Membership: Any former students of the School may apply to become an Ordinary Member of the Association provided always that people currently attending secondary schools, centralised institutes or junior colleges shall not be admitted as members of the Association. Ordinary Members shall be eligible to vote at the General Meetings of the Association.
 - ii. Life Membership: Any person eligible for Ordinary Membership may apply to become a Life Member of the Association on payment of a sum of one hundred dollars (\$100) to the Association. Life Members are eligible to vote at the General Meetings of the Association.
 - iii. Honorary Membership: Such membership may, on the approval of members at a General Meeting of the Association, be conferred to any distinguished or prominent former students of the School or to the current Principle and members of the teaching staff of the School or to the members of the Victoria Advisory Committee or Victoria Executive Committee but they shall not have any vote, any say or hold any office in the management of the Association. Honorary Members may,

on the approval of members at a General Meeting of the Association, be appointed as Patrons or Advisers of the Association.

- b. Application for Ordinary or Life Membership shall be made in the prescribed form for the approval of the Council. Any applicant whose application has been rejected by the Council shall have the right to ask for reasons and if dissatisfied with the given reasons may appeal to the General Body at its next Annual General Meeting or Extraordinary General Meeting.

6. SUBSCRIPTION

- a. There shall be no entrance fee or subscription fee in the case of Honorary Membership but an application for Ordinary Membership shall be accompanied by an entrance fee of fifty dollars (\$50) and subscription fee of twenty-five dollars (\$25). An application for Life Membership shall be accompanied by a one-off payment of one hundred dollars (\$100). Life Members shall not be required to pay subscription fee. Ordinary Members shall be required to pay a subscription fee of twenty-five dollars (\$25) for each financial year.
- b. Subscriptions may be paid direct to the Honorary Treasurer or through any member of the Council or any other person authorised so to do in writing by the Council or through any electronic means prescribed by the Council. The Honorary Treasurer shall issue receipts for the same as soon as practicable of his receiving the subscriptions. Any Council member receiving subscriptions from members shall hand over the same to the Honorary Treasurer within seven days of such receipt.

7. RESIGNATION

- a. A member desiring to terminate his membership shall give written notice of such intention to the Honorary Secretary. The member who resigns shall be liable for all dues at the times of his resignation.

8. MANAGEMENT

- a. The management of the affairs of the Association shall be vested in the Council comprising the President, one First Vice-President, one Second Vice-President, one Honorary General Secretary, one Asst. Honorary General Secretary, one Honorary Treasurer, one Asst. Honorary Treasurer, one Sports Secretary, one Social Secretary and not more than eight other members who shall be elected at an Annual General Meeting or Extraordinary General Meeting. The tenure of the Council shall be two years. All except the Honorary Treasurer may be re-elected. The Immediate Past President shall act as an Advisor in the Council but he shall not have a vote nor be considered as part of the quorum in Council meetings.
- b. The duty of the Council is to organise and supervise the daily activities of the Association and to make decisions on matters affecting its running when the General Meeting is not sitting. It may not act contrary to the expressed wishes of the General Meeting without prior reference to it and always remains subordinate to the General Meetings.
- c. The Council shall have the power to fill vacancies in their ranks by way of co-opting a member or otherwise but when a vacancy occurs in the office of a President, the First Vice-President shall ipso facto become the President.
- d. The Council shall have the right to appoint and delegate such powers as necessary to a sub-committee.
- e. The Council shall have the power to remove the name of any member from the Register of the Members or deal with him as they shall deem proper for any breach of these Rule or if his conduct in the opinion of the Council is injurious to the character or interest of the Association. A member so dealt with by the Council shall have the right to appeal to the members at a General Meeting.
- f. The Honorary Treasurer shall keep all funds, and collect and disburse all moneys on behalf of the Association and shall keep an account of all monetary transactions and shall be responsible for their correctness. He is authorised to expend up to four hundred dollars (\$400) a month, or in aggregate four thousand eight hundred dollars (\$4,800) a year, for petty expenses on behalf of the Association. He will not keep more than four hundred dollars (\$400) in the form of cash and money in excess of this will be deposited in a bank to be named by the Council. Cheques etc. for withdrawals and/or payments

from the bank will be signed by at least two (2) Council Members prescribed by the Council as authorised signatories of the Association's bank account(s). One (1) signatory shall be the Honorary Treasurer or Assistant Honorary Treasurer, and one (1) other signatory shall be the President, a Vice-President or the Honorary General Secretary. Payments, transfers and/or withdrawals from the Association's bank account(s) may be made by electronic means and shall be authorised by at least two (2) Council Members in the manner aforementioned. The Honorary Treasurer shall issue receipts for all payments made to him. He shall draw up a Balance Sheet and an Income and Expenditure Account as at the Thirty-first day of December in each year, at which date the financial year of the Association shall end. The Balance Sheet shall be duly audited by the Honorary Auditors and shall be submitted to the Annual General Meeting for approval.

- g. The Honorary General Secretary shall keep a proper record of the proceedings at all meetings of the Association and the Council. The Honorary General Secretary shall attend to all correspondence and other matters relating to the Association. He shall have the custody of all records, papers, and other documents of the Association except such as are kept by the Honorary Treasurer. He shall issue all notices and carry out all other duties generally appertaining to his office.

9. ACCOUNTS

The Council shall have power to authorise the expenditure of a sum not exceeding four thousand dollars (\$4,000) a month, or in aggregate forty eight thousand dollars (\$48,000) a year, from the Association's funds for the Association's purposes. Any expenditure in excess of this amount shall require the approval of the members at a General Meeting.

10. AUDIT AND FINANCIAL YEAR

- a. Two persons not members of the Council will be elected as Honorary Auditors at each Annual General Meeting and will hold office for one year only and may not be re-elected. They will be required to audit each year's account and present a report upon them to the Annual General Meeting. They may be required by the President to audit the Association's account for any period within their tenure of office at any date and make a report to the Council.
- b. The financial year of the Association shall commence on 1st January and terminate on 31st December in any given year.

11. MEETINGS

- a. An Annual General Meeting, for which fourteen (14) days' notice shall be given, shall be held in March. The meeting shall receive the report of the Council for the past year, consider and if approved, pass the balance sheet and accounts submitted, elect members of the new Council, and transact any other business on the agenda which may arise or pass any resolution or motion of which at least seven days' notice in writing shall have been given to the Honorary General Secretary.
- b. An Extraordinary General Meeting, for which fourteen days' notice shall be given may be called by the Council for any special business which would be required to be dealt with by a General Meeting. Such a meeting shall also be convened if a written requisition be submitted stating the nature of the business and signed by not less than twenty (20) voting members.
- c. At least 10 percent of the total voting members or fifty (50) voting members, whichever is less, shall form the quorum at a General Meeting. In the event of there being no quorum, the meeting shall be adjourned for one 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 alter, amend or make additions to any of the existing Rule.
- d. The Council shall meet at least four times during each twelve (12) months of being in office. At least one half of the Council Members shall form a quorum. If any Council Member without sufficient cause, communicated to and allowed by the Council fails to attend three (3) consecutive meetings of the Council, the Council may by resolution declare his seat to be vacant and thereupon he shall cease to be a Council Member. Any meeting of the Council may be convened, held or conducted, whether wholly

- or partly, by electronic communication, video conferencing, tele-conferencing or other electronic means. Voting at any such meeting may be by electronic means.
- e. A notice convening any Council or sub-committee meeting shall be issued not less than seven (7) clear days before the date of the meeting.
- f. The Chairman at any meeting shall have a casting vote.
- g. The President, or in his absence the First Vice-President, or in his absence the Second Vice-President, shall preside at all meetings. In the absence of the President, the First Vice-President and the Second Vice-President, the members present shall appoint one of their members to be Chairman.
- h. Any Annual General Meeting or Extraordinary General Meeting may be convened, held or conducted, whether wholly or partly, by electronic communication, video conferencing, tele-conferencing or other electronic means. Voting at any such Annual General Meeting or Extraordinary General Meeting may be by electronic means. Questions to be tabled at a meeting may be by electronic communication, video conferencing, tele-conferencing or other electronic means. Provision for notices for a meeting, circulars and other documents relating to a meeting may be given or sent by electronic communication or other electronic means.

12. GENERAL

- a. No alternation, amendment or addition to the existing rules or to any decision of a General Meeting shall be made except at an Annual General Meeting or Extraordinary General Meeting and passed by a majority of two thirds of the members present and voting.
- b. In the event of any question arising for the proper dealing of which there is no provision in these Rules, the Council shall be empowered to decide on it as they deem fit.
- c. In the conduct of the proceedings of any meeting, the decision of the Chairman shall be final as to the interpretation of these Rules and as to any matter of procedure not covered by these Rules.

13. PROHIBITIONS

- a. Gambling of any kind such as the playing of paikow or mahjong is forbidden on the Association's premises. The introduction of materials for gambling or opium smoking and or bad characters into the premises is prohibited.
- b. The funds of the Association shall not be used to pay the fines of members who have been convicted in Court nor shall they be used for donations, presents or any other purposes in connection with any political parties or trade unions or for any purposes which are not for the furtherance of the objects of the Association.
- c. The Association 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 the Trade Unions Ordinance.
- d. The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office-bearers, Council or Members.
- e. The Association shall not indulge in any political activity or allow its premises to be used by political parties or trade unions or for any purpose incompatible with the objects of the Association.

14. STATEMENTS

- a. Public statements including circulars, letters, press release, pamphlets etc. must first have the approval of the Council before their release.

15. TRUSTEES

- a. If the Association at any time acquires any immovable property, such property shall be vested in Trustees subject to a declaration of trust. Any trustee may at any time resign his trusteeship. If a trustee dies or becomes a lunatic or of unsound mind or moves permanently or is absent from the State of Singapore for a period of one year, he shall be deemed to have resigned his trusteeship. If a trustee is guilty of misconduct of such a kind as to render it undesirable that he continue as a trustee, a General Meeting may remove him from his trusteeship. Vacancies in the trusteeship may be filled at a General Meeting, but the number shall not be greater than five or less than two. 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 affixing in the premises of the association a document containing such proposal at least two weeks before the meeting at which the proposal is to be discussed. The result of such meeting shall then be

notified to the Registrar of Societies for approval. Only Life Members are eligible to become trustees of the Association.