

# **Constitution of Yen Leng Goh Clan General Association**

## **Name**

1. The name of this Association shall be known as the “Yen Leng Goh Clan General Association”, hereafter referred to as the “Association”.

## **Place of Business**

2. Its place of business shall be at “10, Mohamed Sultan Road, Singapore, 238960.” Or such other address as may subsequently be decided upon by the Executive Committee and approved by 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.

## **Objects**

Its objects are:

3.1. To promote closer ties among fellow clansmen, to carry out ancestral worship activities in order to let our young generation to study the spirit of the contribution of our ancestry

3.2. To provide assistance to the needy and the aged persons, and work for welfare of members.

3.3. To promote multi-racial cultural interaction and harmony, and to strengthen social cohesion.

## **Membership Qualification and Rights**

4.1. Life Membership is open to any person of Goh Clan, who is a Singapore citizen, above 18 years of age, and of good character.

4.2. Every Life Member shall have the right to vote and to hold officer in the Association.

4.3. The Executive Committee shall at any time appoint persons as honorary Advisers who have enjoyed high prestige and command respect, and have rendered meritorious contribution to the Association. The Honorary Advisers shall not have the right to vote and to hold officer in the Association.

4.4. Associate Member-Any person of Goh Clan, who is non-Singapore Citizen, may apply to be an Associate Member. The Associate Member enjoys the rights and duties as other members, but do not have the right to vote and hold office in the Association.

### **Application for Membership**

- 5.1. Any person of Goh Clan wishing to join the Association should submit his particulars to the Secretary on a prescribed form.
- 5.2. A new member must be recommended by an existing member. The Executive Committee will decide on the application for membership.
- 5.3. A copy of the Constitution shall be furnished to every approved member.

### **Entrance Fees. Subscription and Other Dues**

- 6.1. There shall be no entrance fee payable for all members.
- 6.2. An applicant for Life Membership shall contribute any amount at will .
- 6.3. There shall be no subscription payable for Life Membership.
- 6.4. Associate Members shall pay S\$100.00 as one time contribution.
- 6.5. Any additional fund required for special purposes may only be raised from members with the consent of the General Meeting of members.

### **Supreme Authority And General Meetings**

- 7.1. The supreme authority of the Association is vested in a General Meeting of the members presided over by the President.
- 7.2. An Annual General Meeting shall be held in January.
- 7.3. At other time, 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 30 voting members, whichever is the lesser, and may be called at anytime by order of the Executive 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 months from receiving this request to convene the Extraordinary General Meeting.
- 7.4. If the Executive Committee does not within two 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 days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Association's notice board.
- 7.5. At least two weeks' notice shall be given of an Annual General Meeting

and at least ten days' notice of an Extraordinary General Meeting. Notice

of meeting stating the date, time and place of meeting shall be sent by Secretary to all voting members. The particulars of the agenda shall be posted on the Association 's notice board four days in advance of the meeting .

- 7.6. Unless otherwise stated in this Constitution, voting by proxy shall not be allowed at all General Meeting.
- 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 Executive Committee.
  - B) Where applicable, the election of office-bearers and Auditors for the following term.
- 7.8. Any members who wishes to place an item on the Agenda of a General Meeting may do so provided he gives notice to the Secretary one week before the meeting is due to be held.
- 7.9. Any least 25% of the total voting membership or 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.
- 7.10. 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 of the existing Constitution.

### **Management and Committee**

- 8.1. The administration of the Association shall be entrusted to a Executive Committee consisting of the following to be elected at alternate Annual General Meeting;
  - A President
  - A First Deputy President
  - A Second Deputy President
  - A Vice President
  - A Secretary
  - An Assistant Secretary
  - A Treasurer
  - An Assistant Treasurer
  - A Chinese Correspondent
  - An Assistant Chinese Correspondent
  - An English Correspondent

An Assistant English Correspondent  
A Public Relation Officer  
2 Assistant Public Relation Officer  
A Welfare Officer  
2 Assistant Welfare Officer  
A Culture and Education Officer  
An Assistant Culture and Education Officer  
A Publication Officer  
An Assistant Publication Officer  
A Recreation Officer  
2 Assistant Recreation Officer  
A Women Officer  
An Assistant Women Officer  
A Youth Officer  
2 Assistant Youth Officer  
An Auditor  
An Assistant Auditor  
12 Ordinary Executive Committee Members

- 8.2. Names for the above officers shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. All officer-bearers , except the Treasurer and Assistant Treasurer ,may be re-elected to the same or related post for a consecutive term of office. The Term of office of the Executive Committee is two year.
- 8.3. Election of Office-Bearers 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, the Chairman of the meeting shall have a casting vote.
- 8.5 Any member of the Executive Committee absenting himself from three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Executive Committee and a successor may be co-opted by the Executive Committee to serve until the next Annual General Meeting . Any changes in the Executive Committee shall be notified to the Registrar of Societies within two weeks of the change.
- 8.6. The duty of the Executive Committee is to organize and supervise the daily activities of the Association. The Executive Committee 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.
- 8.7. The Executive Committee has power to authorize the expenditure of a sum not exceeding S\$20,000.00 per month from the Association's funds for the Association's purposes.

### **Duties of Office-Bearers**

- 9.1. The president shall chair all General and Executive meetings, he shall also represent the Association in its dealings with outside persons.
- 9.2. The Deputy President shall assist the President and deputies for him in his absence .And the Vice President shall assist the Deputy President and deputies for him in his absence.
- 9.3. The Secretary shall keep all records of the Association and shall be responsible for their correctness. He will keep minutes of all General and Executive Committee meetings. He shall maintain an up-to-date Register of Members of all times.
- 9.4. The Assistant Secretary shall assist the Secretary and deputies for him in his absence.
- 9.5. The 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 authorized to expend up to S\$1,000.00 per month for petty expenses on behalf of the Association. He will not keep more than S\$3,000.00 in the form of cash and money in excess of this will be deposited in a bank to be named by the Executive Committee. Cheques, etc, for withdrawals from the bank will be signed by the Treasurer and either the President or the Secretary.
- 9.6. The Assistant Treasurer shall assist the Treasurer and deputies for him in his absence.
- 9.7. The Chinese Correspondent shall responsible for the Chinese documents of the Association.
- 9.8. The Assistant Chinese Correspondent shall assist the Chinese Correspondent and deputies for him in his absence.
- 9.9. The English Correspondent shall be responsible for the English documents of the Association.
- 9.10.The Assistant English Correspondent shall assist the English Correspondent and deputies for him in his absence.
- 9.11.The Public Relation Officer shall be responsible for internal and external social matters for the purposes of cementing the ties of friendship and attending other Associations' meetings and dinners on behalf of the Association.

- 9.12. The Assistant Public Relation Officers shall assist the Public Relation Officer and deputies for him in his absence.
- 9.13. The Welfare Officer shall deal with all matters concerning the welfares of the members. Where necessary, he may setup sub-committee to carry out the welfare activities.
- 9.14. The Assistant Welfare Officer shall assist the Welfare Officer and deputies for him in his absence.
- 9.15. The Culture and Education Officer shall deal with culture and education matters , to organize studying classes, talks, etc in promoting the Chinese traditional cultures.
- 9.16. The Assistant Culture and Education Officer shall assist the Culture and Education Officer and deputies for him in his absence.
- 9.17. The Publication Officer shall be responsible for editing , printing and publishing of Association Bulletin, Journal and Reports.
- 9.18. The Assistant Publication Officer shall assist the Publication Officer and deputies for him in his absence.
- 9.19. The Recreation Officer shall deal with all matters pertaining to the recreational activities for members , such as traditional festivals, karaoke class, choir and dance, etc. Where necessary, he may setup sub-committee to carry out these recreational activities.
- 9.20. The Assistant Recreation Officer shall assist the Recreation Officer and deputies for him in his absence.
- 9.21. The Women Officer shall be responsible for promoting the activities for women, and to manoeuvre women members to participate in the Association Activities.
- 9.22. The Assistant Women Officer shall assist the Women Officer and deputies for her in her absence.
- 9.23. The Youth Officer shall be responsible for promoting the activities for the youth.
- 9.24. The Assistant Youth Officer shall assist the Youth Officer and Deputies for him in his absence.

9.25. The Auditor shall be responsible for examining all the accounts of the Association within his tenure of office and make report to the Executive Committee.

9.26. The Assistant Auditor shall assist the Auditor and deputies for him in his absence.

9.27. Ordinary Executive Committee Members shall assist in the general administration of the Association and perform duties assigned by the Executive Committee from time to time.

### **Audit and Financial Year**

10.1. Two voting members, not being members of the Executive Committee, shall be elected as 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.

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 Association's accounts for any period within their tenure of office at any date and make a report to the Executive Committee.

10.3. The financial year shall be from 1 January to 31 December.

### **Trustees**

11.1. If the Association 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 Association shall:

- A. not be more than four and not less than two in numbers.
- B. be elected by a General Meeting of members.
- C. not effect any sale or mortgage of property without prior approval of the General Meeting of members.

11.3. The office of the trustees shall be vacated;

- A. If the trustee dies or become a lunatic or of unsound mind.
- B. If he is absent from the Republic of Singapore for a period of more than one year.
- C. If he is guilty of misconduct of such 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 Association's premises at least two 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 properties, name of each trustee and 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 Association but they shall not be admitted into privileges of the Association.

12.2. All visitors and guests shall abide by the Association'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 Association'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 Association shall not be used to pay the fines of members who have been convicted in court of law.

13.3. The Association 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.

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

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

13.6. The Association shall not engage in any trade union activity as defined in any written law relating to trade union for the time being in force in Singapore.

13.7. The Association shall not raise funds from the public for whatever

purposes without the prior approval in writing of the Head, licensing Division, Singapore Police Force and other relevant authorities.

#### **Amendment to Constitution**

14. No alteration or addition/deletion to this Constitution shall be made except at a General Meeting and with the consent of two-thirds of the voting members present of the General Meeting, and they shall not come into force without the prior sanction of the Registrar of Societies.

#### **Interpretation**

15. In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, the Executive Committee shall have the power to use their own discretion. The decision of the Executive Committee shall be final unless it is reversed at a General Meeting of members.

#### **Disputes**

16. 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 Association shall not be dissolved, except with the consent of not less than  $\frac{3}{5}$  of the total voting membership of the Association 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 Association being dissolved above, all debts and liabilities legally incurred on behalf of the Association 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 days of the dissolution to the Registrar of Societies.