

# RULES FOR BUKIT TIMAH HAINANESE CLUB

## 1. NAME

The Association shall be called “ **Bukit Timah Hainanese Club** ”

## 2. PLACE OF BUSINESS

The place of business of the Association shall be at No 780-782 Upper Bukit Timah Road

**Mailing address : 780 Upper Bukit Timah Road Singapore 678125**

## 3. AIMS

The aims of the Association are to liaise friendship among clansmen, to seek after welfare of the members and to enhance the spirit of mutual aid.

## 4. MEMBERSHIP

- 4.1. Any fellow Hainanese and Hainan's son-in-law (regardless of dialect) over 18 but under **70** years of age being a citizen of the Republic of Singapore or a Permanent Resident irrespective of sex and being of good conduct and in favour of the aim of the Association, and willing to comply with its Rules and resolutions of the Association. The applicant should be proposed by an existing member and complete a prescribed application form. Upon the Executive Committee's approval of his/her application, he/she will be admitted as a member.
- 4.2. Any person participating in the Association activities irrespective of his/her dialect may apply to become an Associate Member of the Association. The applicant shall be proposed by an existing member and complete a prescribed form. Upon the Executive Committee's approval, he/she will; be admitted as an Associate Member.
  - a. The Executive Committee may reject any application for membership without giving any reason.
  - b. If a member is found and proved to have engaged in activities, which break the Roles and damage the reputation of the Association, the Executive Committee may dismiss him from membership.
  - c. If a member is absent from the Republic for more than six months, his/her family may apply on his/her behalf for his/her membership to be retained for a period of three months at the end of which he/she shall be deemed to have resigned his/her membership if he/she remains absent. In such a case, a member of his/her family may apply to the Association to become a member without payment of entrance fee.

## 5. PRIVILEGES AND OBLIGATIONS

- a. A member shall have the rights to elect and to be elected and be entitled to all the privileges in the Association.
- b. A member should comply with the Rules of the Association and all resolutions of the Executive Committee and fulfil all obligations of a member.
- c. A member should pay \$10.00 annually for Scholarship Fund, which will be given in the form of annual appropriation of scholarships to the children of the members.
- d. Associate members shall have no rights to elect or to be elected in the Executive Committee or Supervisory Committee. He/she would be restricted to only participate in the activities organised by the Association.

## 6. ENTRANCE FEE

- a. An administration fee of \$20.00 and 3 months of advance membership fee are payable on application for membership.
- b. If a member pays \$500.00 in full on admission, he/she will not be required to pay the monthly subscription.
- c. The Executive Committee may invite reputable persons to be the Honorary Presidents or the Patrons of the Association. Hon. Presidents and Patrons shall not have the right to vote or have any say in the management affairs of the Association.
- d. An Associate member is required to make an one time payment of \$10.00 (subject to change by Executive committee as and when deems necessary)

## 7. MONTHLY SUBSCRIPTION

Monthly subscription of \$5.00 is payable by all members. If a member is unemployed, he/she may write to apply for a deferment of payment of monthly subscription.

## 8. ARREARS

If a member falls into arrears with his monthly subscription for more than three months, he/she will be informed in writing to settle his/her arrears within two weeks. If he/she fails to do so, he/she will be deprived of all privileges of membership.

## 9. SPECIAL SUBSCRIPTIONS

In case of financial difficulties or particular needs, the Association may, with the consent of the Executive Committee, raise special voluntary subscriptions from members to take up for the expenditures.

## 10. ORGANISATION

Executive Committee consisting of the following 26 persons shall be elected at the General Meeting: -

- A President and two Vice Presidents
- A Secretary and an Assistant Secretary
- A Treasurer and a Assistant Treasurer
- A clerk and an Assistant Clerk
- A Social Officer and an Assistant Social Officer
- A Welfare Officer and an Assistant Welfare Officer
- 13 Ordinary Executive Members**

## 11. DUTIES AND POWERS OF OFFICE - BEARERS

- a. The President shall manage all the internal and external affairs, sign all important documents and preside all meetings in the Association. The Vice President shall deputise for the President in the President's absence.
- b. The Secretary shall take charge of the business in the Association, execute the resolutions and keep 11 files. The Assistant Secretary shall deputise for the Secretary in the Secretary's absence.
- c. The Treasurer shall take charge of all revenues and expenditure of the Association. He will not keep more than \$500.00 in the form of cash or money in excess of this will be deposited in a bank to be named by the Association. All cheques for withdrawals from the bank will be signed by any two persons among the President, the Secretary and the Treasurer and to be stamped with the Association's official seal. The Treasurer is authorised to expend up to \$1000.00 in each transaction on behalf of the Association. Any expenditure exceeding \$\$1000.00 is subject to approval from the Executive Committee. The Assistant Treasurer shall deputise for the Treasurer in the Treasurer's absence.
- d. The Clerk shall keep minutes of all the meetings, draft all the scripts, and take charge of all correspondence of the Association. The Assistant Clerk shall deputise for the Clerk in the Clerk's absence.
- e. The Social Officer shall be responsible for all the matters relating to all social matters of the Association.
- f. The Welfare Officer shall take charge of welfare among the members.

## 12. TENURE OF OFFICE

The tenure of office of the office-bearers shall be two years. All office-bearers may be re-elected except the Treasurer who shall not be eligible for re-election for a second consecutive term.

### 13. MEETINGS

- a. An Annual General Meeting will be held before the ends of March in each year and a notice of the Annual General Meeting together with the particulars of its agenda will be given to all members one week before the meeting is due to be held.
- b. Two-fifths of the total membership attending General Meeting will form a quorum. In the event of there being no quorum, the Meeting shall be adjourned for thirty minutes and the members then present shall be considered a quorum but they shall have no power to alter, amend or make addition to the existing Rules.
- c. In case of special matters and the Executive Committee deems it necessary to convene a Special General Meeting or that two-fifths or more of the total membership present a letter of joint signatures requesting for such a Meeting, the existing President should convene it. The notice and quorum for a Special General Meeting shall be the same as those provided for a General Meeting.
- d. An Executive Committee Meeting shall be held **once in every two months** after a seven days notice to discuss the running of the Association's business and examine the monthly statement of accounts. In case of special matter, the President may convene Extraordinary Executive Committee Meetings. One third of the total number of Executive Committee members present at an Executive Committee Meeting will form a quorum.

### 14. AUDIT

Two persons not member of the Executive Committee will be elected as Honorary Auditors at each Annual General Meeting and will hold office for two years and will not be re-elected. They will be required to audit the Association's accounts 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 Executive Committee.

### 15. SUPERVISORY COMMITTEE

- a. The Supervisory Committee shall consist of a **Chairman** and two Committee members to be elected at the Biennial General Meeting. The Tenure of office for the Members of the supervisory Committee shall be the same as that of the Executive Committee.
- b. The duties and power of the supervisory Committee shall be as follows:-
  - I. To examine financial revenues and expenditures and to inspect all accounts and vouchers.
  - II. To take action against any defaulting office-bearers according to the Rules.
  - III. To supervise with the matters referred by the Executive Committee.
  - IV. To examine the working of all matters of the Association.
  - V. To propose all matters which should be carried out.

VI. Other matters which are the concerns of the Supervisory Committee.

VII. All resolutions passed at the supervisory Committee Meeting will be executed by the Executive Committee.

## 16. TRUSTEESHIP

- a. Minimum four Trustees shall be elected at the Annual General Meeting.
- b. Rights and obligations
  - i. Trustees must take care and protect the property of the association.
  - ii. Trustees have the execution right but no decision right.
  - iii. All mortgage loans related matters must be approved at the Annual General Meeting.

## 17. PROHIBITIONS

- a. All unlawful activities at the Association premises.
- b. The association shall not indulge in any political activity or allow its funds and premises to be used for political purposes.
- c. The Association shall not hold any lottery.
- d. The Association shall not attempt to restrict or in any manner interfere with trade and 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.
- e. The funds of the Association shall not be used to pay the fines for members who have been convicted in Court.

## 18. AMENDMENT TO RULES

In the event there being any inadequacy in any parts of the Rules, a General Meeting shall be convened to amend them. Such amendments should be submitted to the Registrar of Societies for approval prior to their becoming valid.

## 19. DISSOLUTION

The Association shall not be dissolved except with the consent of not less than 3/5 of the members of the Association for the time being resident in Singapore expressed, either in person by proxy at a General Meeting convened for the purpose. In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged, and the remaining fund will be shared equally among all the existing members (**excluding associate members**). **A certificate** of dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

## 20. OTHERS

In the event of any question or matter arising out of any point which is not expressly provided for in the Rules, the Executive Committee shall have the power to use their own discretion.