

**Constitution
of
SSEAYP International
Singapore (SIS)**

CONSTITUTION OF THE SSEAYP INTERNATIONAL SINGAPORE

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Interpretation

1. In this Constitution, unless the context otherwise requires:
 - a) “SSEAYP” means the Ship for Southeast Asian and Japanese Youth Programme;
 - b) “SSEAYP International Singapore (“SIS”)” means the alumni for SSEAYP participants from Singapore;
 - c) “Advisor” means the Advisor to the SIS;
 - d) “Executive Board” means the Executive Board of the SIS, and “Executive Board Member” shall bear a corresponding meaning;
 - e) “Members” and/or “Member” mean members of SIS;
 - f) “Associate Member(s)” means:-
 - i. Registered host family who has hosted SSEAYP participants in Singapore a minimum of five (5) times, or;
 - ii. Spouse of SIS member, or;
 - iii. Foreign ex-PY residing in Singapore (membership - duration of stay in Singapore)
 - g) “Honorary Member” means a member who has contributed significantly to SIS and invited by the Board.
 - h) “SI” means SSEAYP International, formed by the Alumni Associations of the participating countries of SSEAYP.
2. Unless otherwise specified, for the calculation of time in this Constitution, if any period in question, being a period of seven (7) days or less, includes a day other than a Sunday, Saturday or public holiday, that Saturday, Sunday or public holiday shall be excluded from the calculation of that period in question.

Name

3. There shall be constituted an alumni known as SSEAYP International Singapore (“SIS”).

Objects

4. The objects of the SIS shall be:
 - a) To promote social interaction among the former participants of SSEAYP;
 - b) To liaise with similar alumni associations and youth associations in ASEAN, Japan and other countries;
 - c) To arrange exchange programmes in order to promote friendship and mutual understanding among the youth of ASEAN, Japan and other countries; and
 - d) To organise and support the local programme for SSEAYP in Singapore

Place of Business

5. The place of business of the Alumni shall be c/o 30 Jalan Gumilang Singapore

668869.

Membership

Eligibility

6. All former National Leaders and former participants who have represented Singapore in SSEAYP, are eligible to be Members on payment of a one-time membership fee of S\$50 plus prevailing GST, the amount of which may be specified from time to time by SIS.
7. All former National Leaders and participants of SSEAYP residing in Singapore who have represented any of the other participating countries in SSEAYP; registered host family who has hosted SSEAYP participants in Singapore a minimum of five (5) times; and spouse of SIS Member are eligible to be Associate Members on payment of a one-time membership fee of S\$50 plus prevailing GST.
8. All persons referred to in paragraph 6 above shall collectively constitute the members of SIS, and shall hereinafter be referred to as “**Members**”, and “**Member**” shall bear the same corresponding meaning.

Membership Register

9. A Membership Register shall be maintained. All data and information provided by membership shall be used by SIS and its appointed agents for the conduct of SIS activities. As provided in the Personal Data Protection Act (PDPA), SIS shall not disclose any information of members without the prior permission of the members.
10. The Membership Register shall contain, at the minimum, the following information of all the Members:
 - a) Full name;
 - b) NRIC number;
 - c) Postal address;
 - d) E-mail address;
 - e) Year and level of participation;
 - f) Occupation;
 - g) Contact number(s); and
 - h) Date of birth.

Termination

11. All categories of members shall be liable to have his/her membership terminated:
 - a) if he/she does not observe the Constitution; or
 - b) if he/she is found to be involved in activities prejudicial to the interest and good name of SIS.

Advisor

12. Up to five (5) persons with expertise relevant to the objectives of SIS may be invited by the Executive Board to serve as Advisor (including legal) for a maximum period of two terms.

Patron

13. A person of high social standing shall be invited by the Executive Board to serve as Patron for a period of two terms.

Honorary Member

14. A member who has contributed significantly to the objectives of SIS shall be invited by the Executive Board to be an Honorary Member.

The Executive Board

Functions

15. The Executive Board shall:
 - a) formulate and implement specific programmes for Members;
 - b) work with the National Youth Council in formulating and implementing local programmes for participants of SSEAYP;
 - c) share with the public, through talks, seminars, conferences and publications, knowledge gained by the participants of the SSEAYP;
 - d) maintain links with similar alumni and youth associations of ASEAN countries and Japan through seminars, conferences, youth exchange programmes and publications; and
 - e) form sub-committees to carry out the above functions and activities

Composition of the Executive Board

16. The Executive Board shall consist of up to twenty one (21) Executive Board Members elected once in two years at the General Meeting from among the Members.
17. Every Executive Board Member shall hold office until the dissolution of the Executive Board unless the following occurs:
 - a) His/her membership with SIS is terminated;
 - b) The Executive Board Member resigns; or
 - c) The Executive Board Member vacates his/her office in accordance with this Constitution.

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18. Any Executive Board Member who is assigned and/or authorised by the Executive Board to represent SIS in SI joint projects may do so. The assignment and/or authority to represent SIS shall be deemed to lapse once the Executive Board Member ceases to hold office, and SIS may in its sole discretion inform its SI counterparts or other external agencies and/or organizations of such cessation of assignment and/or authority.
19. The Executive Board shall elect from among the Executive Board Members suitable candidates for the following posts:
 - a) President;
 - b) 1st Deputy President;
 - c) 2nd Deputy President;
 - d) Secretary General;
 - e) Deputy Secretary General;
 - f) Honorary Treasurer
 - g) Honorary Assistant Treasurer
 - h) Directors
20. Besides the posts specified in paragraph 19(a) to 19(i) above, the Executive Board shall consist of other positions as the Executive Board collectively deems necessary and which are further approved by the President.
21. The Executive Board may co-opt up to a maximum of three persons of the most recent contingent as year representative(s), who shall enjoy similar rights and privileges as Executive Board Members except for voting rights.

Term of Office

22. Executive Board Members shall hold office for two years and shall be eligible for re-election at the next General Meeting, provided always that the President and the Honorary Treasurer shall not hold the same office for more than two (2) consecutive terms of office upon re-election.

Duties of Executive Board Members

23. The duties of the President shall include:
 - a) presiding at the General Meeting and all meetings of the Executive Board;
 - b) ensuring the general and overall management of SIS;
 - c) being the spokesperson for SIS;
 - d) signing of cheques or other banking records in conjunction with the Honorary Treasurer; and
 - e) communicating from time to time with other bodies for the purpose of obtaining and transmitting information on all matters likely to prove beneficial to SIS.
24. The 1st Deputy President shall discharge all duties of the President in the latter's absence, and/or perform all duties as assigned by the President.

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25. The 2nd Deputy President shall discharge all duties of the President and 1st Deputy President in their absence, and/or perform all duties as assigned by the President.
26. The duties of the Secretary General shall include:
- a) conducting all correspondence with Members and with external bodies;
 - b) informing Members of the activities of SIS;
 - c) issuing notices for Executive Board and General meetings;
 - d) keeping minutes of Executive Board and General meetings, and making these minutes available to any Member who requests in writing to inspect them;
 - e) taking charge of all records and registers (including the membership register) except accounting records;
 - f) preparing the Biennial Report for the General Meeting; and
 - g) performing all duties necessary to his/her office, as designated and assigned by the President.
27. The Deputy Secretary General shall discharge all duties of the Secretary General in his/her absence, and/or perform duties as assigned by the Secretary General and/or President.
28. The duties of the Honorary Treasurer shall include:
- a) receiving all money on behalf of SIS;
 - b) paying all bills properly incurred by SIS;
 - c) arranging and maintaining banking facilities;
 - d) maintaining all accounting books, financial and related records;
 - e) collecting membership fees;
 - f) reporting to the Executive Board on the financial status of SIS;
 - g) reporting to the Members at the General Meetings the financial status of SIS, via the Statement of Accounts and the Balance Sheet(s);
 - h) signing of cheques or other banking records in conjunction with the President and/or the 1st or 2nd Deputy Presidents; and
 - i) performing all duties necessary to his/her office, as designated and assigned by the President.
29. The Honorary Assistant Treasurer shall discharge all duties of the Honorary Treasurer in his/her absence, and/or perform duties as assigned by the Honorary Treasurer and/or President.

General Meeting

30. A General Meeting shall be held once in two years before 30 June. The conduct of General Meeting shall be in accordance with the Guidelines in Annex A. The supreme authority of the society is rested in a General Meeting of members.

31. The General Meeting shall:

- a) consider and approve the minutes of the last General Meeting;
- b) consider and approve the Biennial Report;
- c) consider and approve the audited statement of accounts for the period from 1 April to 31 March;
- d) consider and approve any amendments to the Constitution, if any;
- e) elect Executive Board Members once in two (2) years;
- f) transact any other business for which seven days' notice in writing must be given to the Executive Board;
- g) Extraordinary General Meeting can be convened at the request of 100 or 1/3 of total members in writing to the Secretary General.

Notice of General Meeting

32. At least one month's notice shall be given in writing by the Secretary General to Members and the notice shall set out the agenda of the General Meeting.

Quorum

33. One hundred Members or one-third (1/3) of the total number of Members, whichever is less, shall constitute a quorum for the General Meeting. In the event of there being no quorum, the meeting shall be adjourned for 30 minutes and, thereafter, those present shall then constitute a quorum. Under such a circumstance, the Constitution cannot be amended.

34. A copy of the minutes of the General Meeting, written in the English language, shall be submitted to the Registrar of Societies within 30 days after the date of the General Meeting.

Election to the Executive Board

35. The conduct of Election shall be in accordance with the Guidelines in **Annex A**.

Resignation

36. Executive Board Members may resign from the Executive Board by giving one month's notice to the Executive Board.

Termination

37. The Executive Board may terminate the term of any Board member who has brought disrepute to SIS without assigning any reason.

Vacation of Office

38. Any Executive Board Member who is absent from three consecutive meetings

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without a valid reason shall be deemed to have vacated his/her office with the approval of Executive Board.

Replacement

39. In the event of any vacancy occurring by virtue of resignation, termination or vacation of office, or arising out of any other circumstances, the Executive Board may fill the vacancy. Appointed members shall hold office until the expiry of the term of the Board.

Meetings of the Executive Board

40. The Executive Board shall meet at least once in two months.

41. The quorum for an Executive Board meeting shall be one-half (50%) of the Executive Board Members.

42. The Secretary General shall give seven (7) days' notice in writing to all Executive Board Members and the notice shall set out the agenda of the meeting.

43. All issues arising at an Executive Board meeting shall be decided by a majority vote of the Executive Board Members present, and in the case of an equality of votes, the presiding chairperson shall have a casting vote.

44. A copy of the minutes of each meeting shall be submitted to Executive Board within twenty-one (21) days after the date of the meeting. The minutes shall be written in English.

Dissolution

45. The Executive Board may be dissolved by one-third of the total Membership at a meeting specially convened for this purpose.

Amendments

46. All amendment to the Constitution shall be done only during a General Meeting specially convened for this purpose. 50% of voting members shall be required to pass any amendments at a General Meeting or Extraordinary General Meeting specially convened for this purpose.

Prohibitions

47. 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 SIS's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
48. The funds of SIS shall not be used to pay the fines of members who have been convicted in court of law.
49. SIS 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.
50. SIS shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
51. SIS shall not hold any lottery, whether confined to its members or not, in the name of the SIS or its office-bearers, Committee or members unless with the prior approval of the relevant authorities.
52. SIS 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, where necessary.