

Constitution Of Soh Clan Association

Chapter I – Formation

1. Name:

The name of the Association is “**Soh Clan Association.**”

2. Place of Business:

Its place of business shall be at No. 14, Veerasamy Road, Singapore 207322, or such other address as may subsequently be decided upon by the Committee, on a resolution passed at a General Meeting 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.

3. Objectives:

The Objectives of the Association shall be:

To develop and impart ancestral worship;

To provide a channel for interaction and fellowship among its members;

The preservation and advancement of the Chinese traditional culture;

To promote, support and/or participate in community service or charitable activities.

Chapter II – Admission & withdrawal

4. Membership:

(a) All Singapore citizens of the surname of “Soh(Su)” and be at least 21 years old shall be eligible for

- Ordinary membership in the Association;
- (b) All Singapore Permanent Residents of the surname “Soh(Su)” and be at least 21 years old shall be eligible for Associate membership in the Association.

5. Admission Procedure:

Any eligible person may apply to join the Association by completing and returning a prescribed application form to the Secretariat. After approval by the Management Committee, the applicant’s name will then be posted on the notice board in the Association premises for one week. If there is no objection from the members, the applicant will be eligible for membership. In the event of objections being raised, the Management Committee will take a decision on this matter. A copy of the Constitution of the Association shall be provided to every approved applicant on payment of the entrance fees.

6. Rights and Privileges:

All members shall be entitled to the following rights and privileges:

- (a) To elect and to be elected as office-bearers of the Association (Associate members are not eligible);
- (b) To make proposals for the improvement and development of the Association; and
- (c) To apply to the Association for assistance so long as the member is not in arrear with subscription.

7. Obligations:

All members shall fulfill the following obligations:

- (a) To abide by the Constitution of the Association;
- (b) To observe and respect the resolutions passed by the Association;
- (c) To pay an entrance fee of S\$4/-; monthly subscription of

S\$2/- (annual subscription of S\$24/-) and special subscription (optional) and to help in raising funds towards the development of the objectives of the Association.

8. Expulsion:

If a member commits a breach of the following conditions, the Executive Committee shall warn him first and if he still fails to comply, the Executive Committee shall have the power to expel this member from membership with the Association:

- (a) Where the member has violated or breached any of the rules and regulations of the Association, or
- (b) Where the member has been involved in any unlawful activities;
- (c) Where the member has behaved in a manner that is prejudicial to the good name of the Association;
- (d) Where the member has been in arrear with membership subscription for more than one year.

9. No Refund of Fees:

No refund shall be claimed by any resigned or expelled member in respect of any subscription fees or other fees previously paid by such member to the Association.

Chapter III - Organization

10. Supreme Authority:

The supreme authority of the Association shall be vested in a General Meeting of the members.

11. Trustees:

Any immovable property of the Association shall be vested in Trustees subject to a declaration of trust. The Trustees

of the Association shall be elected by a General Meeting of members. All trustees shall hold office for a term of two (2) years, but shall not hold such office for more than three (3) consecutive terms - maximum six (6) years. Any trustee may at any time resign his trusteeship. If a trustee is adjudged as a bankrupt, dies or becomes a lunatic or of unsound mind or moves permanently or is absent from Republic of Singapore for a period of more than 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 continues 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 General 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.

12. Management Committee:

The administration of the Association shall be entrusted to a Management Committee consisting of the following:

- (a) The Executive Committee of 26 members and;
- (b) The Supervisory Committee of 8 members. If a vacancy shall occur, the candidates who secured the higher number of votes in the initial balloting shall be elected to fill the vacancy.

13. Executive Committee :

The 26 members of the Executive Committee shall elect amongst themselves the following office-bearers:

A President and a Three Vice President;

A Secretary and an Assistant Secretary;

A Treasurer and an Assistant Treasurer;

A Welfare Officer and an Assistant Welfare Officer;

A Commercial Affairs Officer and an Assistant Commercial Affairs Officer;

A Public Relation Officer and an Assistant Public Relation Officer;

A Recreation Officer and an Assistant Recreation Officer;

A IT Officer and an Assistant IT Officer;

The rest are Executive Committee members.

14. Supervisory Committee:

The 8 members of the Supervisory Committee shall elect a Superintendent and an Assistant Superintendent. The rest are Supervisory Committee Members.

15. Standing Committee:

The 25% members of the Standing Committee, to be appointed from the Management Committee, including but not limited to the President, Vice President; Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Welfare Officer, Commercial Affairs Officer, Public Relation Officer, Recreation Officer ,IT Officer and Superintendent.

Chapter IV – Power & Duties

16. General Meeting:

The business of the General Meeting shall be as follows:

(a)to resolve on previous year’s income and

expenditure; and current year's estimates and budget;

- (b)to resolve on the progress and improvement of all matters requiring necessary attention and which are within the objects and/or the purposes of the Association;
- (c)to resolve on the dereliction of duties of Trustees, office-bearers, Management Committee ;
- (d)to resolve on the management (purchase, mortgage, disposal etc.)of Association's properties;
- (e)to resolve on the amendment all such rules and regulations as may be deemed necessary for the proper management of the Association;
- (f)to resolve on other matters affecting the members.

17. Executive Committee Duties:

- (a)to execute and implement any decision, resolutions or other directions arrived at, carried or named at a General Meeting;
- (b)to elect amongst themselves office-bearers;
- (c)to fill vacancies caused by office-bearers or committee members who have resigned or vacated;
- (d)to raise funds and to manage the funds of the Association;
- (e)to arrange the election of the Executive Committee and Supervisory Committee for the ensuing term;
- (f)to draw up rules and regulations to conduct the affairs of the Association.

18. Supervisory Committee Duties:

- (a)The Superintendent shall check the income and expenditure and donations;
- (b)To impeach office-bearers and committee members

- for dereliction of the duty;
- (c) To supervise the development of the affairs of the Association;
- (d) To ensure implementation of decision and resolutions arrived at.

19. Standing Committee:

The Standing Committee shall deal with urgent or special matters which must be attended to immediately and shall have the power to decide and take whatever action it deems fit but it shall, after so acting, shall notify such matters to Executive Committee for recording purposes.

20. Abstention:

Any member of the Executive, Management and/or Supervisory Committee shall abstain from any meeting which deals in matters in which he has an interest.

21. President:

- (a) Externally to represent the Association and internally to manage the business of the Association;
- (b) To keep grants of properties and important documents;
- (c) To keep the official seal of the Association and to sign cheques drawn on banks and important documents;
- (d) To be Chairman at Members General Meeting, Executive, and Management Committee Meetings;
- (e) To be Chairman at any Extraordinary Meetings;
- (f) Any office-bearer holding the office of President shall not hold such office for more than three (3) consecutive terms – maximum 6 years.

22. Secretary:

- (a) To take charge of all matters relating to the administration of the Association together with matters not specifically assigned to the other Committees;
- (b) To keep all records, excepts financial, of the Association and shall be responsible for their Correctness;
- (c) To have full powers to executive and implement any decisions or resolutions arrived at or carried at a General Meeting of the members;

23. Treasurer:

The Treasurer shall keep all funds and collection 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.

Cheques for withdrawals/payments from the bank accounts must be signed by the Treasurer and counter-signed by the President.

An Income and expenditure account of the Association shall be prepared monthly, duly internal audited, and shall be tabled during the monthly Executive Committee meeting.

24. Public Relations Officer:

To take charge of external public relations affairs .

25. Welfare Officer:

To take charge of all matters pertaining to charitable activities and welfare services of the members.

26. Commercial Affairs Officer:

To take charge of all matters pertaining to purchasing and other economic activities.

27. Recreation Officer:

To take charge of planning and promoting of all the recreational activities of the Association.

28. Internal Auditor:

Two non-Management Committee members shall be nominated as Internal Auditors, the Board of Management Committee are concurrent with the appointment period of the executive, shall hold office for a term of two (2) years, but shall not hold some position for consecutive terms.

They are Responsible for reviewing internal accounts monthly.

29. Assistants:

The Assistants to all office-bearers are to assist their respective heads in their duties and deputies for them in their absences.

Chapter V – Meetings

30. Annual General Meeting:

The Annual General Meeting shall be held in April every Year. No business shall be transacted at any Annual General Meeting unless a quorum of not less than 10% of the total members of the Association is present. In the event of there being no quorum present, the meeting shall stand adjourned for one hour to be held at the same venue. Not with standing that the quorum may not be achieved after the adjournment as aforesaid, those

present shall be deemed to form a quorum. However, those present at the meeting shall have no power to alter, amend or make additions to any of the existing rules.

31. Extraordinary General Meeting:

An Extraordinary General Meeting shall be held whenever the Executive Committee deems fit, or on a requisition made in writing by not less than 10% of the total members of the Association. Any such aforesaid requisition by members shall state the objects or purposes of the meeting and shall be duly signed by all the members requesting for such meeting. One week's notice shall be given to all members of the Association. No business shall be transacted unless a quorum of not less than 10% of the total members is present.

32. Executive Committee Meeting:

Executive Committee Meeting shall be held at least once a month. If necessary the Executive Committee may also be convened on a requisition made in writing by the President, Secretary or by one-third(1/3) of the members forming the Executive Committee.

33. Resolutions:

All resolutions shall be passed by a majority of votes. In the case of an equality of votes on a decision, the member presiding at the meeting shall have the casting vote.

Chapter VI – Election & Tenure of Office

34. Elections Matters:

The members of the Executive Committee of the current term shall elect amongst themselves five (5) members to form the Elections Committee to be responsible for the preparation and

carrying out of the election of the Executive Committee for the ensuring term to be held in December every alternate year. Preliminary and final election processes are strictly Confidential.

Within the two years current term, elected Executive Committee members who did not attend more than one third of the monthly meetings are not eligible for the next executive committee election(2 years).

35. Ballot:

All ballot papers are printed with member's numbers and affixed with the Association's official seal to prevent fraudulent. All completed ballot paper must be signed by the member.

36. Tenure of office:

All office-bearers of the Association shall hold office for a term of two (2) years. All office-bearers of the Association, except the Treasurer (and Assistant Treasurer) shall be eligible for re-election to the same or related post for consecutive terms of office.

Where any office-bearer of the Association who is alleged to have committed any act which is detrimental or derogatory to the Association, or to have neglected his duties without any good cause, the Executive Committee shall have the power to exonerate or expel such office-bearer.

37. Vacancy of office:

If an office-bearer resigned, passed away or is relieved of post, the candidate who secured the higher number of votes in the initial balloting shall be elected to fill the vacancy.

Chapter VII – Finance

38. Salary:

With the exception of employees, all office-bearers, members of committees and sub-committees shall hold their offices in an honorary capacity and shall receive no remuneration.

39. Income:

The Association shall derive its income mainly from entrance fees, monthly subscription fees, special subscriptions and donations, rental from property and any other types of income resolved by a General Meeting of the members or meeting of the Executive Committee.

40. Expenditure:

The Executive Committee shall have the power to authorize any expenditure of not more than \$5,000/-per transaction; the President shall have the power to authorize any expenditure of not more than \$3,000/-per transaction; and the Secretary shall have the power to authorize any expenditure of not more than \$1,000/-per transaction.

41. Banking:

Cheques for withdrawal/payments from the bank accounts must be signed by the Treasurer or Assistant Treasurer and counter-signed by the President or Vice-President.

42. Cash:

The Treasurer is allowed to keep in his possession a sum not exceeding \$300/- and any cash amount exceeding \$300/- shall be deposited into the bank account appointed by the Executive Committee.

43. Properties:

The buying and selling of immovable properties or arrangement for mortgages, irrespective of the amount, must be approved by a General Meeting of the members.

44. Accounts:

An income and expenditure account of the Association shall be prepared on a monthly basis to give a true and fair view of the state of the Association. Such account, audited by the Auditor, shall be signed by the Treasurer and the Auditor and shall be available for inspection by members of the Executive Committee.

At the end of each year, a Balance Sheet shall be prepared and duly audited.

Chapter VIII – Recognition

45. Awards:

If a member or a clansman contributes or donates a substantial amount of money to the Association, he shall be given an Award to be decided by the Executive Committee in recognition of his contribution.

Chapter IX – Prohibitions

46. Prohibition:

- (a) Gambling of all kind 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;
- (b) The funds of the Association shall not be used to pay the fines of members who have been convicted in Court of law;
- (c) The Association 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;
- (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, Committee or members unless with the prior approval of the relevant authorities;
 - (e) The Association shall not indulge in any political activity or allow its funds &/or premises to be used for political purposes;
 - (f) Soliciting for business activities and selling of all kind is forbidden in the Association premises.
 - (g) The Association 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.

Chapter X – Miscellaneous

47. Amendments:

The Association 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 and with the consent of two-thirds (2/3) of the voting members present at the General Meeting.

48. Dissolution:

- (a) The Association shall not be dissolved unless approved by not less than three-fourth (3/4) of the total voting members testified by their signatures to an Instrument of Dissolution, at a General Meeting

convened for the purpose;
(b) Notice of dissolution shall be given within 7 days of the dissolution to the Registrar of Societies.

49. Assets:

If upon the dissolution of the Association there remains, after the satisfaction of all its debts and liabilities, any funds whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given to approved charities in Singapore.

23 December 2019

English Version To Prevail

In the event of a conflict between the English version of this Constitution with the Chinese version, the English version shall prevail.

Articles of Association Revision Approved By Registrar of Singapore on :

23rd December 2019

3rd January 2014

23rd May 1984

4th October 1974

2nd August 1965

Reregistered in 1947 (SOH CLAN ASSOCIATION)

Established in 1929 (LU SHAN GONG SUO)