

CONSTITUTION OF INSTITUTE OF TECHNICAL EDUCATION ALUMNI ASSOCIATION

NAME

1. This Society shall be known as the “**Institute of Technical Education Alumni Association**”, hereinafter referred to as the “Society”.

PLACE OF BUSINESS

2. Its place of business shall be at “**Institute of Technical Education College East, ITE Alumni Association Office, 10 Simei Avenue, Singapore 486047**” or any such address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies. The Society shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

OBJECTS

3. Its objects are:

3.1 To promote closer ties, professional interests and networking among members of the Society;

3.2 To promote and organise educational, social, cultural, sporting, recreational and civic activities for members of the Society;

3.3 To promote closer links between members of the Society and the Institute of Technical Education (ITE); and

3.4 To promote the importance and recognition of technical skills.

PATRONS AND ADVISERS

4. The Society may invite person or persons of distinction to be Patron(s). It may also invite suitable person or persons to be Adviser(s) of the Society.

DEFINITIONS

5. In these Rules, and all Regulations made under these Rules, unless otherwise stated:

5.1 “The Committee” shall mean the members of the Management Committee;

5.2 “In writing” shall mean written or printed or partly written or printed;

5.3 “Month” shall mean calendar month, and for the purposes of subscription shall be the period from the first day to the last day of every month; and

5.4 Words importing the singular number shall include the plural number and vice versa, and words importing the male gender shall include the female gender.

MEMBERSHIP QUALIFICATION AND RIGHTS

6. The Society shall consist of members of the following classes:

6.1 Ordinary Members

Ordinary membership is open to:

all persons who have completed a course of study conducted by the Institute of Technical Education or its predecessor organisations and have been awarded a formal qualification; or

all persons who have completed an apprenticeship course or programme approved by the Institute of Technical Education or its predecessor organisations and have been awarded a formal qualification.

6.2 Associate Members

Associate membership is open to persons who are, in the opinion of the Committee, able to contribute to and further the objects of the Society. Membership may be by application under Rule 11 or by invitation of the Committee.

6.3 Honorary Members

Honorary Membership may be conferred by the Committee on persons distinguished in public life, or by service to Institute of Technical Education or to the Society.

6.4 Student Members

Student membership is open to all full-time and part-time students undergoing a course of study leading to formal qualification conducted by either the Institute of Technical Education, its Approved Training Centres, or ITE Alumni Association. Students Members shall have no rights to vote and hold office in the Society.

7. All Ordinary Members shall have the right to:
 - 7.1 Stand for election, to nominate or second a candidate for election and to vote in the Society's election;
 - 7.2 Vote at General Meetings;
 - 7.3 Propose or second application for Associate Membership; and
 - 7.4 Participate in all activities organised by the Society;
8. Honorary, Associate and Student members shall only be entitled to the benefits and privileges of Ordinary Members as stated in Rule 7.4.
9. Only Ordinary Members who are above eighteen (18) years of age shall have the right to vote and to hold office in the Society.

APPLICATION FOR MEMBERSHIP

10. A person wishing to join the Society shall submit his particulars to the Honorary Secretary on a prescribed form.
11. The application for Associate Membership shall be proposed and seconded by different Ordinary members who have been members of the Society for at least one (1) year except in the inaugural year. The proposer and seconder shall, if required by the Committee, vouch in writing for the applicant's fitness for membership.
12. The applicant shall furnish such proof of eligibility for membership as may be required by the Committee.
13. The committee will decide on the application for membership.
14. A copy of the Constitution shall be furnished to every approved member upon payment of the entrance fee.

ADMISSION OF MEMBERS

15. Any omission or inaccuracy in the particulars relating to, or the description of any candidate, may render his application unacceptable at the discretion of the Committee.
16. The Committee shall consider the suitability of the candidate as a member having regard to the interests of the Society and decide on the application for membership.
17. Upon the election of a membership applicant, notice in writing thereof shall be given to him to remit to the Honorary Treasurer within fourteen (14) days from the date of such request, the entrance fee and amount of first subscription. Upon payment of his entrance fee

and subscription, but not before, he shall become a member of the Society and be bound by these Rules and be entitled to all the privileges of membership.

18. If the entrance fee and first subscription is not paid within fourteen (14) days from the date of such request, the admission of such member shall be void unless he satisfies the Committee that the delay in payment was due to good and sufficient cause.

ABSENT MEMBERS

19. Subject to and in accordance with the provisions contained herein or in any Regulations, any member leaving Singapore for more than six (6) months and giving notice of his intended departure to the Honorary Secretary shall be placed on the Absent Members' List provided he has paid all amounts due by him to the Society. An Absent Member shall be placed on the Active Members' List on his return to Singapore and it shall be incumbent upon him to give notice of his return to the Honorary Secretary. If the period of absence of a member is more than three (3) years, he shall be required to pay an administrative fee of a sum as the Committee may from time to time decide.

RESIGNATION AND RE-ELECTION

20. Any member may resign by giving to the Honorary Secretary notice in writing to that effect. The member shall pay all debts due to the Society, including the subscription due for the month in which such notice is given. Having discharged all liabilities to the Society and wishing to rejoin, the member may be re-elected and the Committee may in its discretion waive the entrance fee or any part thereof.

CESSATION OF MEMBERSHIP

21. Any member:

21.1 Who has resigned or died, or

21.2 Who has been adjudicated bankrupt as from the date of such adjudication, or

21.3 Who becomes an enemy alien, or

21.4 Who has been expelled from the Society, or

21.5 Who has been convicted of an offence which in the opinion of the Committee is a serious criminal offence, or

21.6 Who leaves the country to escape criminal proceedings

shall cease to be a member. A Student Member shall automatically cease to be a member upon successful completion or premature termination of his course of study

in the Institute of Technical Education, its Approved Training Centres, or ITE Alumni Association.

22. Any member who ceases to be a member pursuant to any of these Rules shall forfeit all rights to the Society, its property and its funds but shall continue to be liable for any and all of his outstanding debts due or owing to the Society.

23. A member who has been discharged as a bankrupt may apply to be a member and the Committee shall consider such application pursuant to Rule 16.

EXPULSION, SUSPENSION OR FINE OF MEMBERS

24. If any member shall, in the opinion of the Committee, act in any way prejudicial to the interests of the Society or its members thereof or shall contravene any Rule or Regulation of the Society, the Committee shall consider the conduct of such member at a meeting of the Committee.

25. If at such meeting it is considered that there is sufficient evidence to justify calling on the member to answer any charge made against him, a notice in writing shall be given to such member calling on him to attend a meeting to answer the charges, such notice shall not be less than seven (7) days.

26. At such meeting, the member concerned shall be informed of the charges made against him and shall have the right to be heard in his own defence. If after hearing such member, two-thirds of the Committee members present at the meeting shall vote for the expulsion of the said member, he shall thereupon cease to be a member of the Society.

27. The Committee may, at the conclusion of such hearing, suspend the member or impose any other lesser penalty. Notice thereof shall thereafter be sent to such member. If such member refuses to attend the meeting in answer to the notice calling upon him to do so, the Committee may nevertheless proceed in his absence.

28. It shall be in the power of the Committee to exclude such member from the premises of the Society until such meeting shall have been held and concluded.

29. The Committee may delegate to a Sub-Committee such powers and duties under this Rule and such Sub-Committee shall present to the Committee its findings after giving the member the opportunity of being heard.

APPEAL AGAINST EXPULSION, SUSPENSION OR PENALTY

30. Any member who has been expelled or received any other penalty shall have the right within twenty-one (21) days of posting of notice of expulsion or such other penalties imposed by the Committee to appeal to the General Meeting and may be permitted to attend a meeting of, and make representations to the General Meeting for this purpose. The decision of the General Meeting shall be final.

ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

31. The entrance fee shall be determined by the General Meeting from time to time and shall be payable in such manner as the Committee may decide.

32. The entrance fee shall be due in full. The Committee, may however allow the applicant to pay the entrance fee in instalments upon terms it may from time to time decide.

33. The subscription shall be determined by the Committee.

34. Honorary Members shall not be required to pay any entrance fee or subscription. Student Members, however, shall be required to pay only the entrance fee for the duration of membership. If Student Members apply to convert to Ordinary Members within one year after the expiry date of their Student Membership, the entrance fee will be waived.

35. Annual subscriptions are payable in advance within the first month of the year. If a member falls into arrears with his subscription or other dues, he shall be informed immediately by the Honorary Treasurer. If he fails to settle his arrears within one (1) month of their becoming due, the President may order that his name be posted on the Society's notice board and that he be denied the privileges of membership until he settles his account. If he falls into arrears for more than three (3) months, he will automatically cease to be a member and the Committee may take legal action against him provided that they are satisfied that he has received due notice of his debts.

36. Any additional fund required for special purpose may only be raised from members with the consent of the General Meeting of the members.

SUPREME AUTHORITY AND GENERAL MEETINGS

37. The supreme authority of the Society is vested in a General Meeting of the members presided over by the President.

38. An Annual General Meeting shall be held in March.

39. At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than twenty-five percent (25%) of the total voting membership or thirty (30) voting members, whichever is the lesser and may be called at anytime by order of the Committee. The notice in writing shall be given to the Honorary

Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within two (2) months from receiving this request to convene the Extraordinary General Meeting.

40. If the Committee does not within two (2) 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 (10) days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Society's notice board.

41. At least two (2) weeks' notice shall be given of an Annual General Meeting and at least ten (10) days' notice of an Extraordinary General Meeting. Notice of meeting stating the date, time and place of meeting shall be sent by the Honorary Secretary to all voting members. The particulars of the agenda shall be posted on the Society's notice board four (4) days in advance of the meeting.

42. Unless otherwise stated in this Constitution, voting by proxy shall not be allowed at all General Meetings.

43. The following points will be considered at the Annual General Meeting:

43.1 The previous financial year's accounts and annual report of the Committee;
and

43.2 Where applicable, the election of office-bearers and Honorary Auditors for the following term.

44. Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice to the Honorary Secretary one (1) week before the meeting is due to be held.

45. At least twenty-five percent (25%) of the total voting membership or thirty (30) voting members, whichever is the lesser, present at a General Meeting shall form a quorum. Proxies shall not constitute as part of the quorum.

46. 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.

47. At any General Meeting, a motion put to vote of the meeting shall be decided by a show of hands, unless a ballot is demanded by the Ordinary Members.

48. The minutes of meetings shall be open to the inspection of any member of the Society on at least one (1) week's written notice to the Honorary Secretary.

MANAGEMENT AND COMMITTEE

49. The administration of the Society shall be entrusted to a Committee consisting of the following to be elected at each alternate Annual General Meeting:

A President;

A First Vice President;

A Second Vice President;

A Honorary Secretary;

A Honorary Assistant Secretary;

A Honorary Treasurer;

A Honorary Assistant Treasurer; and

Eight (8) Ordinary Committee Members

50. An eligible member shall be proposed and seconded on the prescribed forms and such forms must be signed by the candidate for election as an indication of the candidate's willingness and eligibility to accept office.

51. Nominations must be received by the Honorary Secretary not less than five (5) days before the date of the Annual General Meeting and the names of those nominated shall be posted on the Notice Board not less than three (3) clear days before the date of the Annual General Meeting.

52. No person shall be eligible for election to the Committee unless the person has been an Ordinary member for at least one (1) year preceding the election except for the inaugural year.

53. The Committee may, subject to Rule 52, co-opt up to three (3) members in the event of any casual vacancy to sit on the Committee, and such members shall hold office until the Annual General Meeting following their co-option. Any change in the committee shall be notified to the Registrar of Societies within two (2) weeks of the change.

54. The election shall be by a simple majority vote of the members. All office-bearers, except the Honorary Treasurer and Honorary Assistant Treasurer may be re-elected to the same or related post for a consecutive term of office. The term of office of the Committee is two (2) years.

55. Election will be either by show of hands or, subject to the agreement of the majority of the voting members present, by secret ballots. In the event of a tie, a re-vote shall be taken and if it still results in a tie, a lot shall be drawn to determine who shall be the successful candidate unless the contesting candidate(s) withdrew in favour of one of themselves.

56. A committee meeting shall be held at least once every three (3) months, after giving seven (7) days' notice to Committee Members. The President may call a committee meeting at any time by giving five (5) days' notice. At least half of the Committee Members must be present for its proceedings to be valid.

57. Any member of the Committee absenting himself from three (3) meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee and a successor may be co-opted by the Committee to serve until the next Annual General Meeting. Any change in the Committee shall be notified to the Registrar of Societies within two (2) weeks of the change.

58. The duty of the Committee is to organise and supervise the daily activities of the Society. The Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and always remain subordinate to the General Meetings.

59. The Institute of Technical Education may appoint two (2) officials as its representatives to attend all meetings of the Society. The officials shall not be members of the Committee and shall have no voting rights in the Society.

POWERS OF COMMITTEE

60. The Committee may from time to time raise or borrow, for the purposes of the Society, such sums of money as they think proper, and they may raise or secure the payment of such moneys in such manner and upon such terms and conditions in all respects as they think fit and provided that where any question arises involving either the raising or borrowing of money or the incurring of any capital expenditure by the Society of more than Singapore dollars two hundred thousand (**\$200,000.00**) for any one project, then that question and any other question arising out of the same or incidental thereto shall be decided by a majority vote of the members entitled to vote expressed in person at a General Meeting.

61. The Committee has power to authorise the expenditure of a sum not exceeding Singapore dollars ten thousand (**S\$10,000.00**) per month from the Society's funds for the Society's purposes.

62. The Committee has power to waive annual subscription fees for a prescribed period for the purpose of promoting Ordinary membership to eligible applicants from time to time.

63. The Committee shall have power to grant the use of designated areas of the Society's premises to any member for such time and upon such conditions as the Committee thinks fit. The Committee at its discretion may impose an extra charge to a member for such use of any part of the Society's premises.

64. The Committee may appoint one (1) or more of its members to form Sub-Committees with power to co-opt from the general body of members, and delegate to such Sub-Committees part of their powers and duties. Such Sub-Committees shall report their proceedings to the Committee as required by the Committee and shall conduct their business in accordance with the directions of the Committee.

65. The Committee shall have power to appoint, control, pay and dismiss employees and servants of the Society, and shall also have such administrative powers as may be necessary for properly carrying out the objects of the Society in accordance with these Rules.

66. The Committee may from time to time make such rules and regulations so as to permit the spouses and children of members to enjoy the use of the premises and facilities of the Society or parts thereof and shall be empowered to debit the accounts of such members for such sums as it deems fit and may also require any additional deposits to be furnished by such members. Such spouses and children shall not be considered members of the Society for any reason whatsoever.

DUTIES OF OFFICE-BEARERS

67. The President shall chair all General and Committee meetings. He shall also represent the Society in its dealings with outside persons.

68. The First and Second Vice-President shall assist the President and the First Vice-President shall deputise for him in his absence. In the absence of the First Vice-President, the Second Vice-President shall deputise for the President in his absence.

69. The Honorary Secretary shall keep all records, except financial, of the Society and shall be responsible for their correctness. He will keep minutes of all General and Committee meetings. He shall maintain an up-to-date Register of Members at all times.

70. The Honorary Assistant Secretary shall assist the Secretary and deputise for him in his absence.

71. The Honorary Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Society and shall keep an account of all monetary transactions and shall be responsible for their correctness. He is authorised to expend up to Singapore dollars five hundred (**S\$500.00**) per month for petty expenses on behalf of the Society. He will not keep more than Singapore dollars five hundred (**S\$500.00**) in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee. Cheques, etc. for withdrawals from the bank will be signed by the Honorary Treasurer and either the President or the Vice-President or the Honorary Secretary.

72. The Honorary Assistant Treasurer shall assist the Honorary Treasurer and deputise for him in his absence.

73. Ordinary Committee Members shall assist in the general administration of the Society and perform duties assigned by the Committee from time to time.

AUDIT AND FINANCIAL YEAR

74. Two (2) voting members, not being members of the Committee, shall be elected as Honorary Auditors at alternate Annual General Meeting and will hold office for a term of two (2) years only and shall not be re-elected for a consecutive term.

75. They:

75.1 Will be required to audit each year's accounts and present a report upon them to the Annual General Meeting; and

75.2 May be required by the President to audit the Society's accounts for any period within their tenure of office at any date and make a report to the Committee.

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

TRUSTEES

77. If the Society at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.

78. The trustees of the Society shall:

78.1 Not be more than four (4) and not less than two (2) in number;

78.2 Be elected by a General Meeting of members; and

78.3 Not effect any sale or mortgage of property without the prior approval of the General Meeting of members.

79. The office of the trustees shall be vacated:

79.1 If the trustee dies or becomes a lunatic or of unsound mind;

79.2 If he is absent from the Republic of Singapore for a period of more than one (1) year;

79.3 If he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee; and

79.4 If he submits notice of resignation from his trusteeship.

80. 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 Society's premises at least two (2) 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.

81. The addresses of each immovable property, names of each trustee and any subsequent change must be notified to the Registrar of Societies.

DESTRUCTION & REMOVAL OF SOCIETY PROPERTY

82. No person shall take away or permit to be taken away from the Society's premises under any pretence whatever or shall injure or destroy any property of the Society. If a member contravenes this Rule the member shall, and if a guest contravenes this Rule the member who introduced the guest shall pay the cost of replacement and/or repairs and the Committee reserves the right of action under these Rules.

VISITORS AND GUESTS

83. Visitors and guests may be admitted into the premises of the Society but they shall not be admitted to the privileges of the Society. All visitors and guests shall abide by the Society's rules and regulations.

PROHIBITIONS

84. Gambling of any kind, whether for stakes or not, is forbidden on the Society's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.

85. The funds of the Society shall not be used to pay the fines of members who have been convicted in Court.

86. The Society 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.

87. The Society 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.

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

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

90. The Society 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.

AMENDMENTS TO CONSTITUTION

91. All proposals to amend the Rules shall be made in writing to the Honorary Secretary at least twenty-one (21) days before the General Meeting. The proposed amendment shall be circulated to members at least fourteen (14) days before the General Meeting.

92. 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 at the General Meeting, and they shall not come into force without the prior sanction of the Registrar of Societies.

INTERPRETATION

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

DISPUTES

94. In the event of any dispute arising amongst members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with the Rules in this Constitution. Should the members fail to resolve the matter, they may bring the matter to a court of law for settlement.

GENERAL

95. No member shall, except for professional services rendered at the request of the Committee, receive any profit, salary or emoluments from the funds or transactions of the Society.

96. All notices posted to the address given by the member in his application form, or such other address as he shall from time to time indicate to the Honorary Secretary in writing as his address, shall be deemed to have been duly given in the second day following the day of posting.

97. No member shall give the address of the Society in any advertisements or misuse the Society's address or the premises for personal gains.

98. No press release in the name of the Society shall be made without prior sanction of the Committee.

99. All members shall faithfully and fully abide by the Rules and any decision made by the Committee.

100. All complaints shall be made in writing to the Honorary Secretary who, if unable to deal with them, shall submit them to the Committee whose decision shall be final. In no instance shall an employee or a servant of the Society be reprimanded directly by a member, other than by a member of the Committee or a Sub-Committee.

DISSOLUTION

101. The Society shall not be dissolved, except with the consent of not less than three-fifth of the total voting membership of the Society for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose.

102. In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Society 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 Institute of Technical Education.

103. A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.