

**CONSTITUTION OF
Stanford Club of Singapore**

NAME

1.1 This Society shall be known as the “**Stanford Club of Singapore**”, hereinafter referred to as the “**Club**”.

PLACE OF BUSINESS

2.1 Its place of business shall be as decided upon by the Executive Council and approved by the Registrar of Societies.

OBJECTIVES

- 3.1 The Objectives of the Club are to:
- a. Serve as a social and fraternal association for the Stanford Alumni in Singapore;
 - b. Organize continuing education and enrichment events for Stanford Alumni in Singapore;
 - c. Promote awareness of Stanford University within the Singapore community;
 - d. Facilitate exchange and interaction between the Stanford alumni of Singapore and the global Stanford community.
 - e. Engage with current and prospective Stanford University students on matters of mutual interest.

MEMBERSHIP

4.1 Members shall consist of a) Regular Members – Graduates of any Stanford University degree program; and b) Associate Members – Others who have attended Stanford-related programs, taught at Stanford, are parents of Stanford students, or otherwise have an affiliation to Stanford University.

4.2 Any person wishing to join the Club shall submit an application to the Secretary in the prescribed form. The Executive Council will then review each application for acceptance at its discretion. The Executive Council has the authority to determine eligibility for each Membership application, both Regular and Associate.

4.3 The Club may confer upon any person who has rendered special services to Stanford University or to the Stanford Club of Singapore an Honorary Membership. Honorary Members shall not be required to pay any entrance or annual membership fees.

4.4 Only members who are above 21 years of age shall have the right to vote and to hold office in the Club.

4.5 Each Member, Regular and Associate, shall be able to cast a single vote in Club General Meetings.

ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

5.1 All Members will be required to pay an annual subscription fee. The fee will be set by the Executive Council and advised accordingly. The Executive Council may also set initial entrance fees, if deemed appropriate. Such fees will be advised accordingly. Annual subscription and entrance fees will be set by the Executive Council provided that any such fees in excess of \$100 must have the prior approval of the General Meeting.

5.2 Members have the option of a one time only payment to qualify as Life Members. Life Membership fees will be set by the Executive Council and advised accordingly. The Life Member need not pay subsequent annual subscription fees.

5.3 Annual subscriptions are payable when advised. If a Member falls into arrears for more than three (3) months, the Member will automatically lose his/her membership privileges.

5.4 Any additional funds required for special purposes by the Club may only be raised with the approval of the Executive Council.

SUPREME AUTHORITY AND GENERAL MEETINGS

6.1 The supreme authority of the Club is vested in a General Meeting of the members.

6.2 An Annual General Meeting shall be held each year, not later than March 31 to consider:

- a. Financial accounts for the previous Financial Year.
- b. Annual report of the Executive Council
- c. Where applicable, the election of office-bearers and Honorary Auditors for the following term.

d. Any other business as may be brought up before the Meeting.

Any member who wishes to place an item on the agenda of a General Meeting may do so provided he/she gives notice to the Secretary one (1) week before the meeting is due to be held and obtains the support in writing of at least one other Club member.

6.3 At other times, an Extraordinary General Meeting may be called by the President on the request in writing of not less than 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 Executive Council. 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 (2) months from receiving this request to convene the Extraordinary General Meeting.

6.4 If the Executive Council 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.

6.5 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 Secretary to all voting members.

6.6 Voting by proxy is allowed at all General Meetings, both Annual and Extraordinary.

6.7 At least 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 be constituted as part of the quorum.

6.8 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 part of the existing Constitution.

EXECUTIVE COUNCIL

7.1 The administration of the Club shall be entrusted to an Executive Council to be elected at alternate Annual General Meetings. The Executive Council shall have no more than 12 members nor less than 6 members. The Council will consist of 4 Office Bearers (a President, a Vice-President, a Secretary, and a Treasurer) and up to 8 Ordinary Council Members.

7.2 Eligibility for Office Bearers will be from Regular Members of the Club. Eligibility for Ordinary Council Members will be from either Regular or Associate members. Nominations for Office Bearers and Ordinary Council Members shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. The term of office of the Executive Council is two years. An Office Bearer on the Council shall not be eligible for re-election after three consecutive terms, and an Ordinary member shall not be eligible for re-election after 3 consecutive terms. An Office Bearer or Ordinary Member may be re-elected to the Executive Council after stepping down for at least one term.

7.3 Election will be either by show of hands or, subject to the agreement of the majority of the voting members present, by a secret ballot.

7.4 An Executive Council Meeting shall be held at least once in two months after giving seven (7) days' notice to Council Members. The President may call a Council Meeting at any time by giving five (5) days' notice. At least five of the Council Members (or 50%, whichever is less) must be present for its proceedings to be valid.

7.5 Any member of the Executive Council absenting himself from three (3) meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Council and a successor may be co-opted by the Executive Council to serve until the next Annual General Meeting. Any changes in the Executive Council shall be notified to the Registrar of Societies within one month of the change.

7.6 The duty of the Executive Council is to organise and supervise the daily activities of the Club. The Executive Council may not act contrary to the expressed wishes of the General Meeting without prior reference to it and shall always remain subordinate to the General Meetings.

7.7 The Executive Council has power to authorise the expenditure of the Club's funds for the Club's purposes. Any amount in excess of \$5,000.00 shall be reported to the Members at the next General Meeting.

DUTIES OF OFFICE-BEARERS

8.1 The President shall chair all General and Executive Council meetings. He/she shall also represent the Club in its dealings with outside persons.

8.2 The Vice-President shall assist the President and deputise for him/her in his/her absence.

8.3 The Secretary shall keep all records, except financial, of the Club and shall be responsible for their correctness. He/she will keep minutes of all General and Executive Council meetings. He/she shall maintain an up-to-date Register of Members at all times.

8.4 The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Club and shall keep an account of all monetary transactions and shall be responsible for their correctness. Cheques or other authorizations for withdrawals from the bank will be signed by the Treasurer or other Executive Council Office-Bearer so designated.

AUDIT AND FINANCIAL YEAR

9.1 Two voting members, not being members of the Executive Council, shall be elected as Honorary Auditors at alternate Annual General Meetings and will hold office for a term of two years only and shall not be re-elected for a consecutive term. The accounts of the Club shall be audited by a firm of Certified Public Accountants if the gross income or expenditure of the society exceeds \$500,000 in that financial year, in accordance with Section 4 of the Societies Regulations.

9.2 The Honorary Auditors

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

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

PROHIBITIONS

10.1 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 Society's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.

10.2 The funds of the Society shall not be used to pay the fines of members who have been convicted in court of law.

10.3 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.

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

10.5 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.

10.6 The Society 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 or other relevant authorities.

AMENDMENTS TO CONSTITUTION

11.1 No alteration or addition/deletion to this Constitution shall be made except at a general meeting and with the consent of a majority 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

12.1 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 Council shall have power to use their own discretion. The decision of the Executive Council shall be final unless it is reversed at a General Meeting of members.

DISSOLUTION

13.1 The Club shall not be dissolved, except with the consent of not less than three-fifths ($\frac{3}{5}$) of the total voting membership of the Club for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose.

13.2 In the event of the Club being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Club 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 (7) days of the dissolution to the Registrar of Societies.

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