



## CONSTITUTION OF CANOSSIAN ALUMNI ASSOCIATION

### 1. Name

The Association shall be known as 'Canossian Alumni Association', hereinafter referred to as the 'Association'.

The Canossian Schools referred to in this Constitution are:

- a) Canossa Convent Primary School
- b) St. Anthony's Canossian Primary School (previously known as St. Anthony's Convent Primary School)
- c) St. Anthony's Canossian Secondary School (previously known as St. Anthony's Convent Secondary School)

### 2. Place of Business

Its place of business shall be at "St. Anthony's Canossian Secondary School, 1600 Bedok North, Avenue 4, Singapore 469700" or such other address as may subsequently be decided upon by the EXCO 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. Objects

Its objects are:

- a) To strengthen the network of former students of the Canossian Schools and to develop a true spirit of loyalty and love for the Alma Mater.
- b) To be a channel of collaboration between the former students, the Canossian Schools and the society at large.

### 4. Membership

There shall be 4 categories of membership:

- a) Junior Membership - shall be open to all former students of any of the Canossian Schools up to 21 years old. They shall not have any vote, hold office or any say in the management of the Association. When a Junior Member reaches the age of 21 years, she will then decide if she wishes to carry on as an Ordinary Member.



## Canossian Alumni

- b) Ordinary Membership - shall be open to all former students from any of the Canossian Schools above 21 years old. Only Ordinary Members shall have voting rights and only those above 21 years of age are eligible to hold office.
- c) Honorary Membership - shall be awarded to all Sisters of the Canossian Daughters of Charity, current principals and members of the teaching staff of the Canossian schools in Singapore. They shall not have any vote, hold office or any say in the management of the Association.
- d) Associate Membership - shall be open to former students of the Canossian Schools not listed in Article 1. They shall not have any vote, hold office or any say in the management of the Association.

### **5. Admission of Members**

Subject to Rule 4 hereof, every candidate for Ordinary, Associate and Honorary Membership shall communicate her (or his) full name, address, occupation in an application form to the Honorary Secretary of the Association.

Every application for membership shall be automatically accepted, unless specifically rejected by the Executive Committee (EXCO) (referred to at Rules 7-9 below). The EXCO's decision shall be determined by a simple majority vote of the EXCO members present.

### **6. Subscription**

- a) For Junior Members, no membership fee is required. Upon the Junior Member attaining the age of 21 years, the Junior Membership shall expire.
- b) For Ordinary Members, a one-time membership fee of \$80.00 is payable during the application for Ordinary Membership.
- c) For Honorary Members – no membership fee is required.
- d) For Associate Members – a one-time membership fee of \$60.00 is payable during the application for Associate Membership.

The rate of subscription payable, if at all, by any category of membership may only be varied by a General Meeting of the members of the Association. Any special subscription for particular purpose may only be raised from members with the consent of a General Meeting of the members or by a simple majority vote of the EXCO members.



## 7. Management

- a) The day-to-day management of the Association shall be vested in an EXCO consisting of the following, who shall be elected at the Annual General Meeting:
1. A President
  2. A Vice-President
  3. An Honorary Secretary
  4. An Assistant Honorary Secretary
  5. An Honorary Treasurer
  6. An Assistant Honorary Treasurer
  7. A minimum of 4, and up to a maximum of 7 committee members.

The tenure of the office of the members of the EXCO shall be two (2) years. All of them shall be eligible for re-election, but the Honorary Treasurer shall not hold the same office for more than two consecutive terms.

- b) Candidates for the above offices must be Ordinary Members. Their nomination shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the Ordinary Members present. No office shall hold two posts simultaneously.
- c) There shall be a Spiritual Adviser (Canossian Sister) to the EXCO who will be appointed by the Provincial Superior of the Canossian Order.

## 8. Duties of the Executive Committee (EXCO)

- a) The EXCO shall meet quarterly, or more frequently when necessary. Ten (10) days' notice shall be given of the Meeting of the EXCO.
- b) The EXCO will organize and supervise the daily activities of the Association and to make decisions on matters, affecting their running when the General Meeting is not sitting. It may not act contrary to the expressed decisions of the members at a General Meeting without prior reference to these decisions, and always remains subordinate to the members' decisions expressed during the General Meetings of the Association.
- c) Any member of the EXCO absenting herself from more than half (50%) of the number of EXCO meetings within a year without satisfactory explanation shall be deemed to have withdrawn from the EXCO, and a successor who is an Ordinary Member may be co-opted by the EXCO to serve until the next Annual General Meeting. Any changes in the EXCO shall be notified to the Registrar of Societies within 14 days of the change.



- d) Public statements including circulars, letters, press release pamphlets etc., must first have the approval of the EXCO before their release.

## **9. Power of the EXCO**

The EXCO shall have full power for the proper carrying out of the objects of the Association in accordance with this Constitution.

During their term of office, the EXCO shall have power to do the following:

- a) To fill any vacancy which occurs in the EXCO from the Ordinary Members of the Association.
- b) To appoint Sub-committees as the EXCO may deem necessary or expedient.
- c) To decide any matter not specifically provided for in this Constitution.
- d) To authorize payment above \$5000 from the funds of the Association.
- e) At least five (5) EXCO Members shall form the quorum for an EXCO Meeting.

## **10. Duties of Office-Bearers:**

- a) The President, or in her absence, a Vice-President shall preside at all General and EXCO Meetings of the Association.
- b) Should the President or the Vice-President be absent, the meeting shall elect the Chairperson for the meeting.
- c) The Honorary Secretary shall keep all records, except financial, of the Alumni and shall be responsible for their correctness. She will keep minutes of all General and EXCO Meetings.
- d) The Assistant Honorary Secretary shall assist the Honorary Secretary in all her functions and duties.
- e) The Honorary Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Alumni and shall keep an account of all monetary transactions and shall be responsible for their correctness.
  - The Honorary Treasurer is authorised to make payments up to \$5000 from the funds of the Association.
  - Cheques for withdrawals from the bank will be signed by two (2) signatories: the President, Vice-President, or Secretary in addition to the Honorary Treasurer or Assistant Hon Treasurer.
  - Draw up a Balance Sheet annually which shall be duly audited before being submitted to the Annual General Meeting for approval.
- f) The Assistant Honorary Treasurer shall assist the Honorary Treasurer in all her functions and duties.



## **11. Audit**

One person, not a member of the EXCO will be elected as Honorary Auditor at each Annual General Meeting and will hold office for two (2) years and may be re-elected. This person will be required to audit each year's accounts and present a report to the Annual General Meeting. This person may be required by the President to audit the Association's accounts for any period within her tenure of office at any date and make a report to the EXCO. The accounts of the Association shall be audited by a firm of Certified Public Accountants if the gross income or expenditure of the Association exceeds \$500,000 in that financial year, in accordance with Section 4 of the Societies Regulations.

## **12. Financial Year**

The financial year of the Association shall be from 1<sup>st</sup> July to 30<sup>th</sup> June.

## **13. General Meetings**

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

- a) The management of the Association is vested in a General Meeting of the members. An Annual General Meeting will be held by September of each year. At other times a General Meeting must be called by the President on the request in writing of ten (10) or more members and may be called at any time by order of the EXCO.
- b) At least fourteen (14) days' notice will be given of an Annual General Meeting and any other General Meeting and particulars of its agenda will be made known to the members. The following points will be considered at the Annual General Meeting:-
  - 1) The previous year's accounts and reports of the EXCO
  - 2) The appointment of auditor for the following year.
  - 3) The election of office-bearers of the EXCO at the end of the term.

Any member who wishes to place an item on the agenda for a General Meeting may do so provided she gives notice to the Honorary Secretary seven (7) clear days before the meeting is due to be held.

- c) An Extraordinary General Meeting of the Association shall be called:
  - 1) When deemed necessary by the EXCO.
  - 2) Upon written application of not less than twenty (20) Ordinary Members.



- d) If the EXCO 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 Association's notice board.

#### **14. Quorum**

At least one quarter of the Ordinary Membership of the Association or a number of twenty (20) Ordinary Members, whichever is lower, present at the commencement of a General Meeting shall form a quorum. The meeting shall not be invalidated thereafter, if at any stage during the general meeting, there is a reduction in the number of members present. In the event of there being no quorum, 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 alter, amend or make additions to the Constitution.

Except for the matters stated at Rule 15 below, questions arising at General Meetings shall be decided by a simple majority vote. Every Ordinary Member shall have one (1) vote. Voting by proxy shall not be allowed in the General Meeting. In the event of an equality of votes the Chairman of the meeting shall be entitled to a casting vote.

No voting by Proxies shall be allowed.

#### **15. Amendments to Constitution**

The Association shall not amend its Constitution without the prior approval in writing of the Registrar of Societies. No alterations 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. At least seven (7) clear days' notice shall be given of such proposed alteration, amendment or addition.

#### **16. Prohibitions**

- a) Gambling of any kind, whether for stakes or not, are forbidden on the Association's premises or during any functions or events organised by the Association.
- b) The funds of the Association shall not be used to pay the fines of members who have been convicted in Court nor shall they be used for donations, presents of any other purposes in connection with any political parties or for any purposes which are not for the furtherance of the objects of the Association.



- c) The Association shall not indulge in any political activity nor allow its funds and premises for use by political parties nor for any purpose incompatible with the objects of the Association.
- d) 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.
- e) 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.
- f) 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.

## **17. Dissolution**

- a) The Association shall not be dissolved, except with the consent of not less than three-fifths (3/5) of the members of the Association for the time being resident in Singapore expressed, either in person or by proxy at a General Meeting convened for the purpose.
- b) 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 funds will be used for scholarships or given to any charitable cause as decided by the members of the Association.
- c) A certificate of dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

## **18. Interpretation**

In the event of any question or matter arising out of any point which is not expressly provided for in the rules, the EXCO shall have power to use their own discretion. The decision of the EXCO shall be final unless it is reversed at a General Meeting of members.