

CONSTITUTION OF OSTOMY ASSOCIATION OF SINGAPORE

NAME

- 1.1 This Association shall be known as the “OSTOMY ASSOCIATION OF SINGAPORE”, hereinafter referred to as the “Association”.

PLACE OF BUSINESS

- 2.1 Its registered office and mailing address shall be at “**48 Toh Guan Road East #02-135 Enterprise Hub Singapore 608586**” or such other address as may subsequently be decided upon by the Committee 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.

OBJECTS

- 3.1 Its objects are:
- a) To promote the rehabilitation of persons who may have had at any time or will have colorectal surgery or urinary tract diversion surgery by offering reassurance, emotional support, appropriate advice and practical information to the patients and their care givers both before and after surgery.
 - b) To enhance better understanding and foster friendship and bonding among the ostomates and colon cancer survivors through mentoring and sharing of experiences.
 - c) To provide information and encouragement concerning all aspects of stoma care.
 - d) To educate and increase public awareness about colorectal cancer.
 - e) OAS will be allowed to raise funds from its members, if approved by the members at a general meeting, as well as from its supporters and the general public for the purposes of sustaining the mission of the association, with the approval of the relevant authorities.

- 3.2 In furtherance of the above objects, the Association may organise educational talks by Doctors, nurses, nutritionists and other health care professionals, outings, get-togethers and other such instructive, social and/or entertainment events.

MEMBERSHIP QUALIFICATION AND RIGHTS

- 4.1 There will be five (4) types of membership, namely: Ordinary Member, Fellow Member, Associate Member and Honorary Member.
- 4.2 Ordinary Member: Membership is open to persons who may have had at any time or will have intestinal or urinary tract diversions resulting in ostomies (permanent or temporary), including colorectal cancer survivors.
- 4.3 Fellow Member: Membership is open to persons who have been ordinary members for at least 2 years and whose names have been proposed and seconded for fellow membership by 2 existing fellow members and unanimously approved by all the members of the committee. However, all committee members as on the date of registration of the association are automatically enrolled as fellow members.
- 4.4 Associate Member: Membership is open to caregivers, volunteers and healthcare workers. Associate members may hold office, duly proposed and seconded by Ordinary or Fellow Members at the Annual General Meeting, and elected on a simple majority vote of the members, for the betterment and benefit of the association
- 4.5 Honorary Member: Honorary Memberships may be conferred by the Association to outstanding individuals such as Doctors, Stoma Care Nurses and others who have made significant contributions for the treatment, rehabilitation or welfare of Ostomates in particular or for the welfare of the Association in general. Honorary Members are not eligible to vote or hold office.
- 4.6 Only Ordinary Members, Fellow members and Associate Members who are above 21 years of age shall have the right to vote, to hold office and become members of the committee. This was to broaden the reach of OAS.

APPLICATION FOR MEMBERSHIP

- 5.1 A person wishing to join the Association should submit his particulars to the Secretary in the prescribed form.
- 5.2 A new member must be proposed and seconded by existing members. His name will then be circulated by the Secretary to the Committee which will decide on membership, taking into consideration any objection raised. The decision of the Committee will be final and binding.

- 5.3 A copy of the Constitution shall be furnished to every approved member.
- 5.4 Persons who are below 18 years of age shall not be accepted as members without the written consent of their parent or guardian.

ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

- 6.1 There shall be no membership fee payable for all members.
- 6.2 Fellow embers may contribute additional sums to make-up any deficit of funds.
- 6.3 The income and property of the Association whensoever derived shall be applied towards the promotion of the objects of the Association as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Association or to any of them or to any person claiming through any of them.

SUPREME AUTHORITY AND GENERAL MEETINGS

- 7.1 The supreme authority of the Association is vested in a General Meeting of the members.
- 7.2 An Annual General Meeting shall be held each year at a date, time and place to be decided by the Committee.
- 7.3 At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than 25% of the total voting membership or twenty (20) voting members, whichever is the lesser, and may be called at any time by order of the Committee. The Notice of Extraordinary General Meeting 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.
- 7.4 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 Association's website.

- 7.5 At least two (2) weeks' notice shall be given of an Annual General Meeting and at least ten (10) days' notice shall be given of an Extraordinary General Meeting. The Notice of Extraordinary General Meeting stating the date, time and place of meeting shall be sent by the Secretary to all voting members. The particulars of the agenda shall be posted on the Association's website four (4) days in advance of the meeting.
- 7.6 Unless otherwise stated in this Constitution, voting by proxy shall not be allowed at all General Meetings.
- 7.7 The following points will be considered at the Annual General Meeting:
- a) The previous financial year's accounts and annual report of the Committee.
 - b) Auditors for the following term.
 - c) Any other business as further described in the Notice of Annual General Meeting

Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice to the Secretary not less than four (4) weeks before the meeting is due to be held.

- 7.8 At least 25% of the total voting membership or ten (10) voting members, whichever is the lesser, present in person at a General Meeting shall form a quorum.
- 7.9 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.
- 7.10 Matters to be approved at a General Meeting shall be decided on a simple majority vote of the Members. In the event of a tie, the Chairman of the meeting shall have a casting vote.

MANAGEMENT AND COMMITTEE

- 8.1 The administration of the Association shall be entrusted to a Committee consisting of the following to be elected at alternate Annual General Meetings:
- A President
 - A Vice-President
 - A Secretary
 - A Treasurer

Up to 4 Committee Members who may include an Assistant Secretary and an Assistant Treasurer.

Unless with the prior approval in writing of the Registrar or an Assistant Registrar of Societies, majority of the Committee Members shall be Singapore Citizens. In addition, the President, Secretary, Treasurer and their deputies, if any, shall be Singapore Citizens. Foreign Diplomats shall not serve as Committee Members.

- 8.2 Names for the above offices shall be proposed and seconded by Ordinary or Fellow Members at the Annual General Meeting and election will follow on a simple majority vote of the members. All office-bearers, except the Treasurer and Assistant Treasurer, if any, 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 years.
- 8.3 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. In the event of a tie, the Chairman of the meeting shall have a casting vote.
- 8.4 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. Majority of the Committee Members must be present for its proceedings to be valid.
- 8.5 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 changes in the Committee shall be notified to the Registrar of Societies within two (2) weeks of the change.
- 8.6 Matters to be approved by the Committee shall be decided on a simple majority vote of the Committee Members. In the event of a tie, the Chairman of the meeting shall have a casting vote.
- 8.7 The duty of the Committee is to organise and supervise the daily activities of the Association. The Committee 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.
- 8.8 The Committee has power to authorise the expenditure of a sum not exceeding \$2,000 per month from the Association's funds for the Association's purposes. All overseas travel and other extraordinary expenses must be approved at the General Meeting.

DUTIES OF OFFICE-BEARERS

- 9.1 The President shall chair all General and Committee meetings. He shall also represent the Association in its dealings with outside persons.
- 9.2 The Vice-President shall assist the President and deputise for him in his absence.
- 9.3 The Secretary shall keep all records, except financial, of the Association 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.
- 9.4 The Assistant Secretary, if any, shall assist the Secretary and deputise for him in his absence.
- 9.5 The Treasurer shall keep all funds and collect 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. He is authorised to expend up to \$2,000 per month for petty expenses on behalf of the Association. Cheques, etc. for withdrawals from any bank accounts opened in the name of the Association will be signed by the Treasurer and either the President or the Vice-President or the Secretary.
- 9.6 The Assistant Treasurer, if any, shall assist the Treasurer and deputise for him in his absence.
- 9.7 Ordinary Committee Members shall assist in the general administration of the Association and perform duties assigned by the Committee from time to time.

AUDIT AND FINANCIAL YEAR

- 10.1 Two (2) voting members, not being members of the Committee, 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 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.
- 10.2 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 Association's accounts for any period within their tenure of office at any date and make a report to the Committee.
- 10.3 The financial year shall be from 1st November to 31st October.

TRUSTEES

- 11.1 If the Association at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.
- 11.2 The trustees of the Association shall:
- a) Not be more than four (4) and not less than two (2) in number.
 - b) Be elected by a General Meeting of members.
 - c) Not effect any sale or mortgage of property without the prior approval of the General Meeting of members.
- 11.3 The office of the trustee shall be vacated:
- a) If the trustee dies or becomes a lunatic or of unsound mind.
 - b) If he is absent from the Republic of Singapore for a period of more than one (1) year.
 - c) If he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.
 - d) If he submits notice of resignation from his trusteeship.
- 11.4 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 Association's website 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.
- 11.5 The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

PROHIBITIONS

- 12.1 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 Association's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- 12.2 The funds of the Association shall not be used to pay the fines of members who have been convicted in court of law.
- 12.3 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.
- 12.4 The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

- 12.5 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.
- 12.6 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.

AMENDMENTS TO CONSTITUTION

- 13.1 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 not less than two-thirds (2/3) of the voting members present at the General Meeting.

INTERPRETATION

- 14.1 In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, the 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

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

DISSOLUTION

- 16.1 The Association shall not be dissolved, except with the consent of not less than three-fifths ($\frac{3}{5}$) of the total voting membership 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.
- 16.2 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 disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.
- 16.3 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

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