CONSTITUTIONS

OF

CURTIN UNIVERSITY ALUMNI
SINGAPORE CHAPTER
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ARTICLE 1 – NAME

1.1 This association shall be known as the “Curtin University Alumni, Singapore Chapter” hereinafter referred to as the ~Association’.

ARTICLE 2 – PLACE OF BUSINESS

2.1 The place of business shall be at ‘92 Jalan Rajah, Singapore 329162’ or such other address as may subsequently be decided upon by the Executive 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.

Amendment 27 Feb 2010:

ARTICLE 3 - AIMS AND OBJECTIVES OF THE ASSOCIATION

3.1 The Association's objectives are:

(a) Provide opportunities for graduates of Curtin University to maintain contact with the University

(b) Provide opportunities for graduates to network;

(c) Provide industry feedback regarding the relevance and quality of courses;

(d) Provide the bridge between the academic environment and the workplace; and

(e) Encourage the pursuit of lifelong learning.

In meeting the above objectives, CUASC aims to promote the recognitions and reputation of Curtin University within the wider community.

Amendment: 03rd March 2012
ARTICLE 4 - MEMBERSHIP

4.1 Ordinary Membership

All graduates of Curtin Singapore, Curtin University (formerly known as Curtin University of Technology) and the former West Australian Institute of Technology (WAIT) who are Citizens or Permanent Residents of Singapore shall be by default Ordinary members of the Association.

Amendment: 03rd March 2012

4.2 Life Membership

Amendment – Deleted - 03rd March 2012

4.3 Associate Membership

Associate membership will be applicable for all graduates / non-graduates associated with Curtin Singapore, Curtin University (formerly known as Curtin University of Technology) and the former West Australia Institute of Technology (WAIT) who fall under the following categories:

(a) Non-Singapore Citizen graduates residing in Singapore.
(b) Diploma / Short Course Participants

However, associate members are not eligible to stand for office nor vote at elections.

Amendment: 03rd March 2012
ARTICLE 5 - APPLICATION FOR MEMBERSHIP

5.1 All applicants for membership must complete a prescribed Application for New membership form and shall set forth in the application a complete resume of his qualifications.

5.2 All applications for membership shall be considered by the Executive Committee.

5.3 No applicant denied membership shall be deprived of the right to re-apply.

Amendment:

5.4 Any member who has resigned or whose membership has been terminated and desires to rejoin must submit application for membership as provided in Article 5.1.

5.5 A copy of the Constitution of the Association shall be provided to every approved applicant fee as set out in Article 6.2.

ARTICLE 6 – MEMBERSHIP FEE

Amendment – Deleted

ARTICLE 7 - VARIATION OF FEES AND DUES

7.1 Any additional fee required for special purposes may only be raised from members with the consent of the general meeting at the members.
ARTICLE 8 - SUPREME AUTHORITY AND GENERAL MEETINGS

8.1 The supreme authority of the Association is vested in a general meeting at the members presided over by the President.

8.2 An annual General Meeting shall be held in the first quarter of the year. At other times, an Extraordinary General Meeting may be called at any time by order of the Executive Committee or on the request in writing at five or more voting members, At least one quarter at the total voting members or twenty voting members of the Association, whichever is the lesser, present at a general meeting shall form a quorum.

NOTE: The motion of notice will take immediate effect with AGM 2013.

Amendment 16th March 2013

8.3 At least two weeks notice and the agenda will be given prior to the Annual General Meeting. The following points will be considered at the Annual General Meeting:

(a) To confirm the minutes of the previous Annual General Meeting and any other general meetings held since that Annual General Meeting.

(b) The previous financial year's accounts and annual report of the Executive Committee

(c) The election of office-bearers and Honorary Auditors for the following team

(d) To transact any other business requiring considerations at a general meeting

8.4 At least 10 days notice and the agenda will be given prior to the Extraordinary General Meeting.

8.5 Any member who wishes to place an item on the agenda at a general meeting may do so provided the member gives one week notice to Honorary Secretary before the meeting is due to be held.

8.6 In the event of there being no quorum at the commencement of an 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 rules.
ARTICLE 9 - MANAGEMENT AND COMMITTEE

9.1 At each Annual General Meeting, an Executive Committee comprising the following office bearers shall be elected:

President
Vice President
Honorary Secretary
Assistant Secretary
Honorary Treasurer
Assistant Treasurer

Amendment 21 Feb 2009:

9.2 Names for the above offices shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. Voting shall be by the show of hands. The term of office for all the six (6) Executive Committee Members is two (2) years All the six (6) office-bearers may be re-elected to the same or related post for consecutive term of office.

NOTE: The motion of notice will take immediate effect with AGM 2013.

Amendment 16th March 2013

9.3 The President shall be empowered to appoint Working Committees of 3 to 5 members as he/she may deem necessary for the proper functioning of the Association.

9.4 The Executive Committee shall meet at least six times a year and giving seven days' notice to Executive Committee Members. The President may call an Executive Committee Meeting at any time by giving five days notice. At least one half of Executive Committee Members must be present for its proceedings to be valid.

9.5 Any member at the Executive Committee who is absent from three meetings consecutively without satisfactory, explanation shall be deemed to have withdrawn from the Executive Committee and a successor may be co-opted by the Executive Committee to serve until the next Annual General &I Meeting. Any change in the Executive Committee shall be notified to the Registrar of Societies within 2 weeks of the change.
9.6 The Executive Committee shall organize and supervise the daily activities of the association. The Executive Committee may not act contrary, to the expressed wishes of the general meeting without prior reference to it and always remains subordinate to the general meetings.

9.7 The Executive Committee has power to authorize tile expenditure of a sum not exceeding S$500.00 per month from the Association's funds for the Association's purposes.

ARTICLE 10 - DUTIES OF OFFICE-BEARERS

10.1 President
The President shall act as Chairperson at all general meetings and Executive Committee Meeting and shall also:

(a) Lead the Association and guide the projects and activities of the Association
(b) Take primarily responsibility for planning both short and long-term
(c) Appoint sub-committees and Chairpersons
(d) Represent the Association in its dealings with outside persons

10.2 Honorary Secretary
The Honorary Secretary shall:

(a) Keep minutes of general and Executive Committee meetings.

(b) Keep all records of the Association except financial; and shall be responsible for their correctness.

(c) Maintain an up-to-date register of members at all times

(c) Supervise mailings to members.

10.3 Honorary- Treasurer
The Honorary Treasurer shall keep all funds and collect and disburse all monies on behalf at the Association, and shall also:

(a) Keep an account of all monetary transactions and be responsible for their correctness.

(b) Be authorized to expend up to $200.00 per month for petty expenses on behalf of the Association.
10.4 The Vice-President shall assist the President and deputize for him in his absence.

**Amendment 27 Feb 2010:**

10.5 The Assistant Secretary shall assist the Honorary Secretary and deputize for him in his absence.

**Amendment 27 Feb 2010:**

10.6 The Assistant Treasurer shall assist the Honorary Treasurer and deputize for him in his absence.

**Amendment 27 Feb 2010:**

**ARTICLE 11- AUDIT AND FINANCIAL YEAR**

11.1 One voting members, not being members of the Executive Committee, shall be elected as Honorary- Auditors at each Annual General Meeting and will hold office for a term of two years only and shall not be re-elected for a consecutive term. They:

(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 Executive Committee.
ARTICLE 12 - REPORTS

12.1 The president at the Association will present a report to the Executive Committee consisting of written financial statements and activity progress report,

After the first 6 months;
At the end of each financial year

ARTICLE 13 – TRUSTEES

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

13.2 The trustees of the Association shall:

(a) Not be more than four and not less than two in number.

(b) Be elected by a general meeting of members.

(c) Not affect any sale or mortgage of property without the prior approval of the general meeting of members.

13.3 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 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.

13.4 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 notice board in the Association's premises at least two 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.
13.5 The addresses of immovable properties, names of trustees and any subsequent change must be notified to the Registrar of Societies.

ARTICLE 14 - VISITORS AND GUESTS

14.1 Residents in Singapore may be admitted into the premises of the Association but they shall not be admitted to the privileges at the Association nor shall they be admitted into the premises more than six times in a calendar year and not more than once in fourteen days.

14.2 A visitors' Book shall be kept, in which shall be entered the names at all visitors and guests, together with the names and signatures at the members nominating them and the dates at their visits, No person shall be a visitor or guest until his/her name has been entered in this book.

14.3 The Secretary shall be the custodian at the Visitors' Book.

ARTICLE 15- PROHIBITIONS

15.1 Gambling at any kind, whether for stakes or not, is forbidden on the association’s premises. The introduction at materials for gambling or drug taking and at bad characters into the premises is prohibited.

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

15.3 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.

15.4 The Association shall not attempt to restrict or interfere with trade or make directly or indirectly any recommendations 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 services which adversely affects consumer interests.

15.5 The Association shall not hold any loan, whether confined to its members or not, in the name of the Association or its office-bearers, Executive Committee or members unless with the prior approval of the relevant authorities.
15.6 The Association shall not indulge in any political activity or allow its funds and / or premises to be used for political purposes.

15.7 The Association shall not raise funds from the public for whatever purposes without the prior approval in writing at the Director, Criminal Investigation Department and other relevant authorities.

ARTICLE 16 - AMENDMENTS TO RULES

16.1 No alteration or addition/deletion to these rules shall be made except at a general meeting of the Association conducted pursuant to these rules, and they shall not come into force without the prior sanction of the Registrar of Societies.

ARTICLE 17 – INTERPRETATION

17.1 In the event of any question or matter arising out of any point pertaining to day-day administration of the Association which is not expressly provided for in the Constitution, the Executive Committee shall have the power to use their own discretion. The decision at the Executive Committee shall be final unless it is reversed at a general meeting at members.

ARTICLE 18 – DISSOLUTION

18.1 The Association shall not be dissolved, except with the consent of not less, than 3/5 of the total voting membership of the Association for the time resident in Singapore expressed, either in person or by proxy, at a general meeting convened for the purpose.

18.2 In the event of the Association being dissolved as provided in Section 18.1, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged, and the disposition at the remaining funds will be decided at the general meeting and members may donate the remaining funds to an approved charity or charities in Singapore.

18.3 A Certificate of Dissolution shall be given to the Registrar of Societies within seven days of the dissolution.
ARTICLE 19 - DISPUTES

19.1 In the event of any dispute arising amongst members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with the rules in the constitution. The members should fail to resolve the matter; they may bring the matter to a court of law for settlement.