

CONSTITUTION OF

REACH

COMMUNITY SERVICES

SOCIETY

REVISION AUGUST 2010

CONSTITUTION OF REACH COMMUNITY SERVICES SOCIETY

NAME

- 1 This Society shall be known as “REACH Community Services Society”, hereinafter refer to as “the Society”.

PLACE OF BUSINESS

- 2 Its place of business shall be at 355 Tanglin Road, Singapore 247960 or such address as may subsequently be decided upon by the Management Committee of the Society, hereinafter refer to as the Management Committee and duly approved by the Registrar of Societies. The Society shall carry out its activities only in places and premises, which have the prior approval from the relevant authorities, or the owners of the said places and premises, where necessary.

AFFILIATION

- 3 The Society is affiliated to Grace Assembly of God (hereinafter referred to as “the Church”)

AIMS AND OBJECTS

- 4.1 Its objects are:
 - a) to initiate, assist and organise activities and schemes of social and community activities for organizations, schools, individuals and families for the development of their physical, mental and emotional well-being and wholeness through an integration of resources and programmes;
 - b) to initiate, assist and organise such forms of relief and schemes of social service which help to alleviate poverty and distress amongst the people residing in Singapore and the region, irrespective of race and religion;
 - c) to work with the community, in the community, and for the community without prejudice to age, sex, race, nationality, or religion for the strengthening of the family unit as the main fabric of society;
 - d) to provide assistance in education, training, therapy and counselling services;
 - e) to achieve the above objects, the Society shall, with the approval of relevant authorities, do all such other things as are incidental or conducive to the attainment of it, and particularly as follows:-

- i) operate Family Service Centres, student/youth after school/drop-in centres, and kindergartens so as to cater to the needs of families; collaborate with schools in school based social work, providing counseling, mentoring and guidance services to youths. Provide Counselling services to individuals and families in distress. Provide family life education such as marriage preparation, counselling, marriage enrichment, and parenting;
 - ii) co-operate and network and enter into agreements with recognised bodies, religious organisations and other welfare agencies, governmental or private for the purposes of achieving the objects of the Society;
 - iii) raise, receive, administer, invest or to distribute funds, property or goods in kind as are entrusted to it;
- f) The Society shall not engage in activities outside Singapore which are not in accordance with the laws of the foreign country.
- g) The Society shall not engage in any activities that may undermine the racial or religious harmony in Singapore.

MEMBERSHIP

- 5.1 Membership is open to any person who subscribes to the Constitution of the Society, and who are members of the Church or profess the Christian faith and shall comprise of the following categories:
- a) Ordinary Membership: Ordinary Membership is open to persons above the age of 18 years and who are members of the Church only. Ordinary members shall have the right to vote and hold office in the Society.
 - b) Associate Membership: Associate Membership is open to persons who are above the age of 18 years and / or are members or the associates with other voluntary welfare organisations or bodies, Associate members shall enjoy all the rights privileges of Ordinary Members but shall have no right to vote or hold office in the Society.
- 5.2 The number of members in the Society shall be unlimited. Only persons whose names are on the Register of Members shall be deemed to be members of the Society.
- 5.3
- a) Members who have departed from Singapore permanently shall ipso facto cease to be members of the Society
 - b) The Management Committee may remove a person from membership of the Society if such a person:
 - i) has acted in a manner unbecoming of a member;

- ii) no longer subscribes to the Constitution of the Society, and/or no longer is a member of the Church and/or no longer professes the Christian faith
- iii) willfully causes discord within the Society.

Any member who is unhappy with the decision of the Management Committee to expel him shall reserve the right to be heard and may appeal to a General Meeting against such a decision. The decision of the General Meeting shall be final and binding.

- c) In consequence of the death of a member, his membership shall be deemed to have been terminated and his name shall be deleted from the Register of Members.

APPLICATION FOR MEMBERSHIP

- 6.1 A person wishing to join the Society should submit his particulars to the Honorary Secretary of the Society on a prescribed form.
- 6.2 The Management Committee will decide on the application for membership.
- 6.3 A copy of the Constitution of the Society shall be furnished to every approved member.

APPLICATION FOR MEMBERSHIP

- 7.1 There shall be no entrance fee payable for all members.
- 7.2 There shall be no subscription payable by members.
- 7.3 The funds of the Society shall be derived from:
 - a) contributions from users of the various programmes and services provided by the Society;
 - b) contributions from patrons and sponsors of the Society;
 - c) donations and goodwill offerings;
 - d) proceeds from fund-raising projects;
 - e) grants and / or subsidies from governmental or other relevant authorities.

- 7.4 Any funds in excess of S\$100,000 (one hundred thousand Singapore dollars), required for specific purposes may only be raised from members and/or from non-members with the consent of the General Meeting of the members.

Where the funds to be raised do not exceed S\$100,000, it will be decided by the Management Committee.

SUPREME AUTHORITY AND GENERAL MEETINGS

- 8.1 The supreme authority of the Society is vested in a General Meeting of the members presided over by the President.
- 8.2 An Annual General Meeting shall be held within one calendar month after the date of the Annual Business Meeting of the Church.
- 8.3 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 30 voting members, whichever is the lesser, and may be called at any time by order of the Management 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.
- 8.4 If the Management 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 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.
- 8.5 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 Honorary Secretary to all voting members. The particulars of the agenda shall be posted on the Society's notice board at least four (4) days in advance of the meeting.
- 8.6 Unless otherwise stated in this Constitution, voting by proxy is not allowed at all General Meetings.
- 8.7 The following points will be considered at the Annual General Meeting:
- a) The previous financial year's accounts and annual report of the Management Committee.
 - b) Where applicable, the election of office-bearers and appointment of Auditors for the following term.

- 8.8 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.
- 8.9 At least one quarter of the total voting membership or 30 voting members, whichever is the lesser, present at a General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum.
- 8.10 In the event of there being no quorum at the commencement of the 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.

MANAGEMENT COMMITTEE

- 9.1 The administration of the Society shall be entrusted to a Management Committee to be elected at each alternate Annual General Meeting, comprising between 8 and 10 members, the exact number of which shall be decided by the then Management Committee and notified to the members at least 14 days prior to the Annual General Meeting. The Management Committee shall consist of the following office bearers:
- A President
 - A Vice-President
 - A Honorary Secretary
 - A Honorary Treasurer
 - Four (4) to six (6) Ordinary Management Committee Members

Members of the Executive Church Board who are members of Reach Community Services Society shall sit on the Management Committee as ex-officio members, and are entitled to all minutes of meetings and deliberations of the Management Committee.

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

- 9.2 Names for the above officers shall be proposed and seconded to a Nominations Committee comprising the existing Management Committee members and two (2) Ordinary members appointed by the Committee at least two weeks before the Annual General Meeting. Election will follow on a simple majority of the voting members present at the Annual General Meeting. All office bearers, except the Treasurer may be re-elected or re-appointed to the same or related post for a consecutive term of office. The term of office of the Management Committee Members is two (2) years.

- 9.3 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.
- 9.4 A Management Committee Meeting shall be held at least once every three (3) months after giving seven (7) days' notice to Management Committee Members. The President may call a Management Committee Meeting at any time giving five (5) days' notice. At least half of the Management Committee Members must be present for its proceedings to be valid.
- 9.5 Any member of the Management Committee absenting himself from three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Management Committee and a successor may be co-opted by the Management Committee to serve until the next Annual General Meeting. Any changes in the Management Committee shall be notified to the Registrar of Societies and the Commissioner of Charities within two (2) weeks of the change.
- 9.6 The office of the Management Committee member shall be vacated:
- a) if he 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 in the opinion of the General Meeting, he is guilty of misconduct of such a kind as to render it undesirable that he continues as a management committee member; or
 - d) if he submits his notice of resignation.
- 9.7 In the even of a vacancy occurring at any time, the Management Committee may by a majority vote co-opt a member of the Society to fill such vacancy to serve until the next election.
- 9.8 The duty of the Management Committee is to organize and supervise the daily activities of the Society. The Management 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.

POWERS OF THE MANAGEMENT COMMITTEE

- 10.1 The Management Committee shall have, inter alia, the following powers to be exercised by a simple majority vote of the Management Committee members:-
- a) to appoint or terminate the services of all salaried workers of the Society and determine their schemes of service;
 - b) to appoint or terminate the services of all voluntary workers with the Society;

- c) to appoint Directors of Programmes to take charge of specific functions pertaining to the proper administration of the various programmes and services;
 - d) to invite suitable public-spirited persons to be patrons, consultants and sponsors for the various programmes and services;
 - e) to make, alter or revoke regulations for the administration of the various programmes and services.
- 10.2 The Management Committee has the power to authorise any and all operating expenditure (excluding staff remuneration) of a sum not exceeding S\$ 50,000 (fifty thousand dollars), and capital expenditure of a sum not exceeding S\$100,000 for any single project in a year from the Society's funds for the Society's purposes.
- All disbursements, cheque payments and bank fund transfers shall be approved by two of the four authorized signatories of the society, one of whom must be the Honorary Treasurer. The authorized signatories of the Society are the President, Vice President, Honorary Treasurer and the Honorary Secretary. Capital expenses in excess of S\$ 100,000 shall be brought before the General Meeting for approval.
- 10.3 The Management Committee may delegate its powers to any voting member(s) and may constitute and appoint such sub-committees as it deems fit and to make such standing orders to regulate the duties and powers of such sub-committees as may be necessary or helpful in the attainment of the objects of the Society. The President shall ex-officio be a member of every sub-committee of the Society.

DUTIES OF OFFICE-BEARERS

- 11.1 The President shall chair all General and Management Committee Meetings. He shall also represent the Society in its dealings with outside persons.
- 11.2 The Vice-President shall assist the President and deputise for him in his absence.
- 11.3 The Honorary Secretary shall:-
- a) issue notices and convene Management Committee Meetings;
 - b) keep all records except financial, of the Society and shall be responsible for their correctness;
 - c) attend to all correspondence of the Society;
 - d) be in charge of all general administration of the Society;
 - e) keep all minutes of General and Management Committee Meetings; and
 - f) maintain an up-to-date Register of Members at all times.

11.4 The Honorary Treasurer shall:-

- a) keep all funds and collect and disburse all monies on behalf of the Society;
- b) keep an account of all monetary transactions and shall be responsible for their correctness;
- c) deposit all monies in excess of \$500.00 in a bank to be named by the Management Committee;
- d) draw up statements of account as and when required;
- e) assist the auditors to prepare audited accounts;
- f) forward audited accounts to all parties who are entitled to receive the same;
- g) be authorised to expend up to \$500.00 per week for petty expenses on behalf of the Society.

11.4 Ordinary Management Committee members shall assist in the general administration of the Society and perform duties assigned by the Management Committee from time to time.

AUDIT AND FINANCIAL YEAR

12.1 A firm of Certified Public Accountants shall be appointed as Auditor at each Annual General Meeting for a term of one (1) year and shall be eligible for re-appointment.

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

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

TRUSTEES

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

13.2 The trustees of the Society 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 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 (1) year.
 - c) If in the opinion of the General Meeting, he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee; or
 - 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 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 and the Commissioner of Charities.
- 13.5 The address of each immovable property name of each trustee and any subsequent change must be notified to the Registrar of Societies and the Commissioner of Charities.

VISITORS AND GUESTS

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

PROHIBITIONS

- 15.1 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.
- 15.2 The funds of the Society shall not be used to pay the fines of members who have been convicted in Court.
- 15.3 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.

- 15.4 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.
- 15.5 The society shall not indulge in any political activity or allow its funds and / or premises to be used for political purposes.
- 15.6 The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its office-bearers, Management Committee or members unless with the prior approval of the relevant authorities.
- 15.7 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 and /or other relevant authorities.

AMENDMENTS TO CONSTITUTION

- 16 No alteration or addition / deletion to these Rules 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 prior sanction of the Registrar of Societies and the Commissioner of Charities.

INTERPRETATION

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

DISPUTES

- 18 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 adjudication.

DISSOLUTION

- 19.1 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.

- 19.2 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 donated to the Church or to an approved charity or charities in Singapore which is or are registered under the Charities Act as the General Meeting of members may determine.
- 19.2 A Certificate of Dissolution shall be given within seven (7) days of dissolution to the Registrar of Societies and the Commissioner of Charities.

The End