



**RULES AND REGULATIONS OF
SINGAPORE IRON WORKS MERCHANT ASSOCIATION**

ARTICLE 1 NAME

This **Association** shall be known as the “*Singapore Iron Works Merchant Association*”, hereinafter referred to as the ‘Association’.

ARTICLE 2 PLACE OF BUSINESS

Its place of business shall be at “*48A Jalan Limbok, Nanyang Park, Singapore 548729*” 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.

ARTICLE 3 OBJECTIVES

Its objectives are:

- (1) To promote communication and interaction among its members.
- (2) To help its member to raise the professional status and improve their technical skills in ironworks.
- (3) To promote and organize activities leading to good health in mind and body for its members.

CHAPTER 4 MEMBERSHIP

- (1) Ordinary membership is open to all ironwork merchant or companies who agree with the objectives of the Association. Each merchant or company shall nominate one person to represent it. Only the owner shareholder director or employee shall be the representative. When there is a change in representative, a notice in writing shall be given to the Hon. Secretary (if the representative is an employee of the merchant or company, a letter of authorization from the member must be presented for its proceedings to be valid).



- (2) A merchant or company wishing to join the Association should submit their particulars to the Hon. Secretary on a prescribed form. Its application form will then be posted on the notice board in the Association's premises for one week. During the period, if the existing members do not oppose to the application, the Committee will determine on the application for membership. It shall become a member of the Association upon payment of the enrollment & administration fees and annual subscriptions. A copy of the Constitution shall be furnished to every approved member.
- (3) A retired ironwork merchant may apply for Associate Membership. However he shall not have the right to vote and to hold office in the Association. He shall raise constructive, suggestion and take part in the Association's activities on a voluntary teamwork.
- (4) Any member of the Association may resign from membership by giving notice in writing to that effect to the Hon. Secretary. When a member resigns or is expelled from membership, his previous enrollment & administration fees, subscriptions and other dues will not be refunded. Those who are in arrears with the subscriptions shall pay the full amount of the due to the Association in accordance to the Constitution.
- (5) The Committee shall have the power to terminate the membership of any member:-
 - a) Who has willfully refused to comply with the or breach the Constitution, or
 - b) Who becomes a lunatic or of unsound mind, or
 - c) Who is guilty of misconduct and has been convicted in a court of law, or
 - d) Whose words or conduct is detrimental to the reputation of the Association and render him fit for membership of the Association.

However before any such member is expelled based on **5a), 5c) or 5d)** above, the Committee shall inform him of the complaints against him and such member shall not be expelled without first having an opportunity of appearing before the Committee and answering complaints made against him. The decision of the Committee shall by simple majority of the members of the Committee then present.

- (6) The member being expelled shall be entitled to appeal to a General Meeting against the decision of the Committee made pursuant to **Article 4(5)** above. A General Meeting shall be convened by the Committee as soon as practicable for that purpose on request by such Member, provided that such request shall be made within two weeks of receipt of the decision of the Committee. The decision of the General Meeting shall be by way of a simple majority and shall be final and binding on such member. If no such request is made or such request is not made within the prescribed time period, the decision of the Committee shall be final and binding on such Member.



ARTICLE 5 OBLIGATIONS AND RIGHTS

OBLIGATIONS: The members shall:

- (1) Be bound by this Constitution and all the resolutions passed by the General Meeting of members.
- (2) Pay annual subscription, give special donations according to their means and take on the special duty of the Association when necessary.
- (3) Promote the reputation of the Association, and introduce companies in the same trade to join the Association.
- (4) Help with the activities of the Association and safeguard all the interests of the Association.

RIGHTS: The members shall:

- (1) Have the right to give constructive suggestions on the development of the Association.
- (2) Have the right to hold office in the Association with the exception of Associate Members.
- (3) Have the right to propose and vote in General Meetings with the exception of Associate Members.
- (4) Be entitled to request for business information and materials from the Association.
- (5) When the member is representative has a happy occasion, the Association, upon receipt of an invitation, may send representative(s) with a gift to attend the ceremony or occasion.
- (6) In the event of the death of the member's representative or his father, mother or his wife the Association when being notified shall, inform all the members to pay a condolence call and to attend the funeral. The Association shall also send message of condolence and wreath to the bereaved family.
- (7) For the member's representative, who has made special contribution to the Association, the Committee shall decide on the methods to deal with any happy or sad occasion of such member's representative.
- (8) Have the priorities to attend the industry and business study tour organized by the Association.
- (9) Be entitled to all the facilities of the Association.



ARTICLE 6 ENROLLMENT & ADMINISTRATION FEES, SUBSCRIPTIONS AND OTHER DUES

- (1) An enrollment & administration fee of **\$100.00** is payable, and an annual subscription of **\$240.00** is payable by every Ordinary Member. All Associate Member shall pay an enrollment & administration fee of **\$20.00** but no annual subscription is payable.
- (2) The annual subscriptions are payable in advance within the first three months of the year. If a member falls into arrears with his subscriptions or other dues, he shall be informed immediately by the Hon. Treasurer. If he fails to settle its arrears within 90 days, he shall be denied the rights and privileges of membership until he settles his account. If he falls into arrears for more than 3 months, he will automatically cease to be a member. The Committee may take legal action against him provided that they are satisfied that he has received due notice of its debts.
- (3) The enrolment & administration fee and annual subscription may be amended at the General Meeting of the members. Any additional fund required for special purposes may only be raised from members with the consent of the General Meeting of the members.

ARTICLE 7 SUPREME AUTHORITY AND GENERAL MEETINGS

- (1) The supreme authority of the Association is vested in a General Meeting of members presided over by the President.
- (2) An Annual General Meeting shall be held in March.
- (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 anytime by order of the Committee. The notice in writing shall be given to the Hon. Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within two months from receiving this request to convene the Extraordinary General Meeting.
- (4) If the Committee does not within two months after the date of the receipt of the written request proceed to convene an Extraordinary General Meeting, the members who request for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving ten days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Association's notice board.
- (5) At least **two weeks'** notice shall be given of an Annual General Meeting and at least **ten days'** notice of an Extraordinary General Meeting. The particulars of the agenda shall be posted stating the date, time and place of meeting shall be sent by the Hon. Secretary to all voting members. The notice shall be accompanied by the previous financial year's accounts and annual report of the Committee.



The following points will be considered at the Annual General Meeting:

- a) The previous financial year's statement of accounts, income and expenditure statement and balance sheet.
 - b) The items on the agenda
 - c) The annual report of the Committee and the strategy for the coming year
 - d) Where applicable the election of office-bears and Hon. Auditors for the following term.
- (6) A member who wishes to place an item on the agenda of an Annual General Meeting may do so provided he gives notice to the Hon. Secretary one week before the meeting is due to be held.
- (7) In the event of there being no quorum sat the commencement of a General Meeting , the meeting shall be put off for a period of half an hour. 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, delete or make additional to any existing Rules.
- (8) At least **25%** 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 a quorum.

ARTICLE 8 COMMITTEE

- (1) A committee consisting of the following shall be elected at alternate Annual General Meeting: -
- A President
 - A Vice-President
 - An Hon. Secretary
 - An Asst. Hon. Secretary
 - An Hon. Treasurer
 - An Asst. Hon Treasurer
 - A Public-Relations Officer
 - A Welfare Officer
 - A Commerce Officer
 - Four Committee Members
- (2) A Committee Meeting shall be held at least once every month after giving **seven days** notice to Committee Members. At least ½ of the Committee Members must be present for its proceedings to be valid.



- (3) 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 always remains subordinate to the General Meeting.
- (4) The Committee has power to authorise the expenditure of a sum not exceeding \$10,000 exceeding \$500 will be approved by the Hon. Treasurer. The expenditure of a sum not exceeding \$500 but not exceeding \$1,000 will be approved by the President and the Hon. Treasurer. The expenditure of a sum exceeding \$1,000 will be approved by the Committee. The expenditure of a sum exceeding \$10,000 will be approved by the General Meeting of members.

ARTICLE 9 ELECTION

ELECTION METHODS

During the year where the election of office-bearers is held, the Member's list, ballot paper and balloting list of the candidates shall be sent to all voting members two weeks in advance of the Annual General Meeting, together with the notice of meeting, the previous to the Association before the opening of the poll Commerce or cast at the Annual General Meetings by the member.

COUNTING METHODS:

A chief scrutinizer shall be elected to count the votes. Smaller groups may be formed, each containing one scrutinizer. An officer to call out the votes and an officer to record the votes shall also be elected. The Candidates who receive the most votes shall be declared elected. In the event of a tie, the President shall have a casting vote. The Association shall notify all successful candidates in official letter and shall fix a date for the incoming Committee to elect its office-bearers. If an elected Committee Member withdraws himself from his plot the next candidate who receive the most votes will fill the vacancy.

Members of the Committee shall elect among themselves for the various posts. During the election, the Committee Members must be present. No member may vote by proxy.

TERMS OF OFFICE

The term of office of the Committee is two years. All office-bears, except the hon. Treasurer and Asst. Hon. Treasurer may be re-elected to the same or related post for a consecutive term of office.



ARTICLE 10 DUTIES OF OFFICE-BEARERS

- (1) The duties of the office-bearers are as follows:
- (a) The President shall take the chair at all General and Committee meetings. He shall also represent the Association in its dealings with outside persons. He shall supervise the activities of the Association and sign the document and bank cheque of the Association.
 - (b) The Vice-President shall deputise for the President in his absence. In the absence of both President and Vice-President, the Committee shall elect one interim Chairman to officiate on their behalf as Chairman.
 - (c) The Hon. Secretary shall keep all records, except financial, of the Association. He will keep minutes of all General and Committee meetings. He shall assist the President in the general administration of the Association according to the Constitution.
 - (d) The Asst. Hon. Secretary shall assist the Hon. Secretary and deputise for him in his absence.
 - (e) The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Association and keep an account of all monetary transactions and shall be responsible for their correctness. He is authorised to expend up to \$500 per month for petty expenses on behalf of the Association. He will not keep more than \$300 in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee. Cheques for withdrawals from the bank will be signed by the Treasurer and either the President or the Secretary.
 - (f) The Asst. Hon. Treasurer shall assist the Hon. Treasurer and deputise for him in his absence.
 - (g) The Commerce Officer shall be responsible for the organization of business related activities.
 - (h) The Welfare Officer shall be responsible for the welfare of members of the Association. He shall manage the charity work of the Association and attend any celebration or condolence attending any celebration or condolence.
 - (i) The Public Relations Officer shall deal with all liaisons matters to help to promote friendship and interaction among its members.
 - (j) The Committee Members shall assist in the general administration of the Association and perform duties assigned by the Committee from time to time.
- (2) Any member of the Committee absenting himself from three meetings consecutively without satisfactory explanations shall automatically 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.



- (3) Any changes in the Committee shall be notified to the Registrar of Societies within two weeks of the change.

ARTICLE 11 AUDIT

Two voting members not being members of the Committee, shall be elected as Hon. Auditors at alternate 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 will be required to audit each year's accounts and present a report upon them to the Annual General Meeting. They may be required by the President to audit the Association's accounts for any period within tenure of office at any date and make a report to the meeting.

ARTICLE 12 TRUSTEES

- (1) If the Association at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust. The duty of the trustees is to manage and deal with the immovable property according to the wishes of the General Meeting. They shall not effect any sale or mortgage without the prior approval of the General Meeting of members.
- (2) The trustees of the Association shall not be more than five and not less than two in number. They shall be elected by a General Meeting of members.
- (3) A trustee of the Association may submit notice of resignation from his trusteeship at any time. The trustee shall be deemed to have withdrawn from the trusteeship automatically if he dies or becomes physically disabled or a lunatic or of unsound mind, or if he is absent from the Republic of Singapore for a period of more than one year. If the trustee is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee, the Association shall call a General Meeting to pass the proposal to remove such trustee from his trusteeship.
- (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.
- (5) The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies.
- (6) The Trustees of the Association may purchase, Or on lease, Or acquire any movable immovable property that they think necessary for the benefits of the Association.



ARTICLE 13 VISITORS AND GUESTS

- (1) Visitors and guests may be admitted into the premises of the Association but they shall not be admitted into the privileges of the Association. All visitors and guests shall abide by the Association's rules and regulations.
- (2) A Visitor's book shall be kept, in which shall be entered the names of all visitors and guest, together with the names and signatures of the members nominating them and the dates of their visits. No person shall be a visitor or guest till his name has been entered in this book.

ARTICLE 14 PROHIBITIONS

- (1) Gambling of any kind, excluding the promotion or conduct of a private lottery which premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- (2) The funds of the Association shall not be used to pay the fines of members who have been convicted in a court of law.
- (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.
- (4) The Association 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.
- (5) The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- (6) The Association shall not hold lottery, whether confined to its members or not, in the name of the Association or its office-bears, Committee or members unless with the prior approval of the relevant authorities.
- (7) The Association shall not raise funds from the public for whatever purposes without the prior approval in writing of the Head, Licensing Division, Singapore Police Force and other relevant authorities.

ARTICLE 15 AMENDMENTS TO CONSTITUTION

No alterations or additions to this Constitution shall be made except at a General Meeting, and they shall not come into force without the prior sanction of the Registrar of Societies.



ARTICLE 16 INTERPRETATION

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.

ARTICLE 17 DISSOLUTION

- (1) The Association shall not be dissolved, except with the consent of not less than 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.
- (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 as decided at the meeting.
- (3) Notice of dissolution shall be given within **7 days** of the dissolution to the Registrar of Societies.

ARTICLE 18 DISPUTES

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.

-----Rules & Regulations-----