

**CONSTITUTION OF
DUNEARN SECONDARY SCHOOL ALUMNI
(amended wef 7 Mar 2008)**

NAME

1. The Society shall be known as the "Dunearn Secondary School Alumni" (hereafter referred to as the "Alumni"). The School shall be known as "Dunearn Secondary School" hereafter referred to as "DSS"

PLACE OF BUSINESS

2. Its place of business shall be at DSS, 21 Bukit Batok West Avenue 2, Singapore 659204 or such other address as may subsequently be decided upon by the Executive committee and approved by the Registrar of Societies.

OBJECTIVES

3. Its objectives are: -
 - a) To promote and foster active association amongst alumni and its alma mater.
 - b) To organise various activities to enhance the good name of the Alumni.
 - c) To organise various recreational activities to enrich the life of the Alumni, staff and pupils of DSS
 - d) To organise and promote cultural activities useful for the Alumni, staff and pupils of DSS.
 - e) To maintain close links with DSS in order to help her achieve her goals.
 - f) To develop a true spirit of loyalty and love for DSS.
 - g) To help promote the general welfare of the alma mater DSS.

MEMBERSHIP

Eligibility and Application Procedure

4. a) Ordinary Members
 - 1) Ordinary Membership is open to any old boy or old girl of DSS about 18 years of age currently not attending school; who is of good character and willing to observe the constitution of the Alumni.
 - 2) He shall be proposed by one existing member and seconded by another member and shall submit a duly completed prescribed membership application form.
 - 3) All applications for alumni membership will be put together by the secretariat. They will all be submitted to the alumni executive committee for approval. A token sum of SGD\$ 10.00 will be required to be paid by successful applicants.
- b) Founder Members. The Founder Members of the Alumni refer to the first batch of Executive committee members.
- c) Honorary Members. Past and present principals and staff of DSS may be conferred Honorary Membership. They will be in partnership with the Alumni but shall not have the right to vote and to hold office in the Alumni.
- d) Only Ordinary Members and Founder Members shall have the right to vote and to hold office.

ADDITIONAL FUNDS

5. Any additional funds for special purposes may only be raised from members with the consent of the general meeting of the members.

SUPREME AUTHORITY AND GENERAL MEETINGS

6. The supreme authority of the Alumni is vested in a general meeting of the members presided over by the President.
7. An annual general meeting shall be held in June every year. All such meetings will be held in the premises of DSS. All Alumni members will abide by the rules of the school and will accept the authority of the Principal or his appointed representative.
8. At other times an extraordinary general meeting must be called by the President on the

request in writing of 15 or more voting members and may be called at any time by order of the executive committee.

9. At least one quarter of the total voting membership of the Alumni present at a general meeting shall form quorum.
10. At least two weeks' notice will be given of an annual general meeting and at least ten days' notice of extraordinary general meeting and particulars of its agenda will be posted on the Alumni's website four days in advance of the meeting.
11. The following points will be considered at the annual general meeting: -
 - a) The previous financial year's accounts and report of the executive committee.
 - b) Where applicable, the election of office-bearers and Honorary Auditors of the following term.
 - c) Any other agenda
12. Any member who wishes to place an item on the agenda of a general meeting may do so provided he gives notice to the Secretariat one week before the meeting is due to be held.
13. 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 rules.

MANAGEMENT AND COMMITTEE

14. The administration of the Alumni shall be entrusted to the executive committee consisting of the following to be elected at the alternate annual general meeting: -

A President
Two Vice-president
A Secretary
An Asst-secretary
A Treasurer
An Asst-treasurer
8 Ordinary Executive committee
Members

Amended in the EGM
Meeting of year 2007

A President
A Vice-president
A Secretary
An Asst-secretary
A Treasurer
An Asst-treasurer
9 Executive Committee Members

15. Names of the above offices shall be proposed and seconded at the alternate annual general meeting and election will follow on a simple majority vote of the members. All office-bearers are elected to hold office for a term of two years. All office-bearers except the Treasurer shall be eligible for re-election to the same post of consecutive terms.
16. An executive committee meeting shall be held at least once every four months after 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 the Executive committee Members must be present for proceedings to be valid.
17. Any member of the Executive committee absenting himself/herself from three meetings consecutively without satisfactory explanations 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 election. Any change in the Executive committee shall be notified to the Registrar of Societies within two weeks of the change.
18. The duty of the Executive committee is to organise and supervise the activities of the Alumni. 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.
19. The Executive committee has power to authorise the expenditure of a sum of not exceeding \$1,000.00 per month from the Alumni's funds for the Alumni's purposes.

DUTIES OF OFFICE-BEARERS

20. The duties of the office-bearers are as follows: -
 - a) The President shall act as chairman at all general and Executive committee meetings. He shall also represent the Alumni in its dealings with outside persons.
 - b) The Vice-president shall assist the President and the Vice-president shall be appointed to deputise for him in his absence.
 - c) The Secretary shall keep all records, except financial, of the Alumni and shall be responsible for their correctness. He will keep minutes of all general and Executive committee meetings. He shall maintain an up-to-date Register of Members at all times. The school's general office administration staff will assist to keep these records and to provide logistical and secretariat assistance.
 - d) The Asst-secretary shall assist the Secretary and deputise for him in his absence.

- e) The Treasurer shall keep all funds and collect and disburse all monies on behalf of the Alumni and shall keep an account of all monetary transactions and shall be responsible for their correctness. He is authorised to expend up to \$500.00 per month for petty expenses on behalf of the Alumni. He will not keep more than \$500.00 in the form of cash and money in excess of this will be deposited in a bank to be name by the Executive committee. The School will assist to manage. Cheques, etc for withdrawals from the bank will be signed by either the President or the Vice-president or the Secretary in addition to the Treasurer.
- f) The Asst-treasurer shall assist the Treasurer and deputise for him in his absence.
- g) The Executive committee Members shall assist in the general administration of the Alumni and discharge duties as may be assigned by Executive committee from time to time.

AUDIT AND FINANCIAL YEAR

21. Two voting members, not being members of the Executive committee, shall be elected as Auditors at the alternate annual general meeting and will hold office for a term of two years only and shall not be re-elected for consecutive terms.

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 Alumni's accounts for any period within their tenure of office at any date and make a report to the Executive committee.

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

TRUSTEES

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

24. The trustees of the Alumni 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.

25. The office of the trustee shall be vacated: -

- a) If the trustee dies or becomes a lunatic or 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.

26. 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 website in the Alumni'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.

27. The addresses of immovable properties, names of trustees and any subsequent change must be notified to the Registrar of Societies.

28. PROHIBITIONS

- a) Gambling of any kind whether for stakes or not, is forbidden on the Alumni's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- b) The funds of the Alumni shall not be used to pay the fines of members who have been convicted in Court.
- c) The Alumni 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.
- d) The Alumni 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 affects consumer interests.

- e) The Alumni shall not hold any lottery, whether confined to its members or not, in the name of the Alumni or its office-bearers, Executive committee or members, unless with the prior approval of the relevant authorities.
- f) The Alumni shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- g) The Alumni shall not raise funds from the public for whatever purposes without the prior approval in writing of the Director, Criminal Investigation Department and other relevant authorities.
- h) The Alumni shall not be involved in any other activities that is unlawful.

29. AMENDMENTS TO RULES

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

30. INTERPRETATION

In the event of any question or matter pertaining to administration of the Alumni which is not expressly provided for in the rules, the Executive committee shall have power to use their own discretion. The decision of the Executive committee shall be final unless it is reversed at a general meeting of members.

31. DISPUTES

In the event of any disputes arising amongst members, they shall attempt to resolve the matter at an extraordinary general meeting in accordance with the rules in the Constitution. Should the members fail to resolve the matter, they may bring the matter to a court of law for settlement.

32. DISSOLUTION

- a) The Alumni shall not be dissolved, except with the consent of not less than 3/5 of the voting members of the Alumni 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 Alumni being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Alumni shall be fully discharged, and the remaining funds will be donated to an approved charity or charities in Singapore.
- c) A Certificate of Dissolution shall be given within 7 days of the dissolution to the Registrar of Societies.

End