

CONSTITUTION OF CHILDREN-AT-RISK EMPOWERMENT ASSOCIATION

1. NAME

1.1. This Society shall be known as the "Children-At-Risk Empowerment Association" or "CARE" in short, hereinafter referred to as the "Society".

2. PLACE OF BUSINESS

2.1. Its place of business shall be at "428 Pasir Ris Drive 6, #01-21 Singapore 510428" or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies. The Society shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

3. OBJECTS

3.1. Its objects are:

- a) To cater to the needs of children and youth at risk of failure, addiction and delinquency through school and community-based programs and services, regardless of race, language or religion.
- b) To conduct research, develop and provide resources, programs and activities in the areas of prevention, motivation, leadership development, counselling, development of foundational skills, wellness and wholistic development.
- c) To provide support of pastoral care, counselling and guidance initiatives in schools and community via teacher/adult training, workshops, seminars and publications.
- d) To promote the development of positive home environments.

3.2. In furtherance of the above objects but not otherwise, and provided that nothing is done for commercial reasons or solely for profit, the Society may:

- a) Make appeals for and receive donations, subscriptions, fees, bequest, movable or immovable property, or gifts in any form or description whether cash, non-cash or material.
- b) Establish trust(s) and appoint trustees in accordance with and subject to the provisions of law applicable and in force for the time being in Singapore.
- c) Manage and/or invest all moneys, non-cash gifts and other properties received whether by way of donations, subscriptions, fees, bequest, or otherwise in any investments authorised by law applicable and in force for the time being in Singapore.
- d) Make gifts out of movable or immovable property, capital money or income arising from capital funds or other income received, whether by way of donations, subscriptions, fees, bequest, or otherwise in so far as such gifts made are not consistent with the intent and purpose of the trust(s) and/or the objects of the Society.
- e) Employ any agent(s) or staff to assist and to transact business done in pursuance of the objects of and on behalf of the Society and shall not be responsible for the default of any such agent or staff if employed in good faith.

- f) Delegate any of its power and duties to any sub-committee(s) consisting of such of its members or such other persons as it may appoint for such purpose without relinquishing its own accountability for such power or duties so delegated.
- g) To do all such things as shall be conducive to the attainment of the above objects.

4. MEMBERSHIP QUALIFICATION AND RIGHTS

4.1. There are two categories of membership:

- a) Ordinary Membership: Ordinary Membership shall be opened to all Seventh-day Adventist Christians, regardless of race or gender, aged 18 years of age and above, who subscribes to the Objects of the Society. All Ordinary Members shall have the rights to vote and to hold office in the Association.
- b) Associate Membership: Associate Membership shall be opened to all, regardless of race, gender or religion, aged 18 years and above, who subscribes to the Objects of the Association. All Associate Members shall have no rights to vote and hold office in the Association.

4.2. Only members who are above 18 years of age shall have the right to vote and to hold office in the Society.

5. APPLICATION FOR MEMBERSHIP

- 5.1. A person wishing to join the Society should submit his particulars to the Secretary on a prescribed form.
- 5.2. A new member must be proposed and seconded by existing members. His name will then be posted on the notice board in the Society premises for one week at the end of which time the Committee will decide on membership, taking into consideration any objection raised.
- 5.3. A copy of the Constitution shall be furnished to every approved member.

6. ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

- 6.1. There shall be no entrance fee payable for all members.
- 6.2. There shall be no subscriptions payable by members. The funds of the Society shall be derived from free-will offerings.
- 6.3. Any additional fund required for special purposes may only be raised from members with the consent of the general meeting of the members.

7. SUPREME AUTHORITY AND GENERAL MEETINGS

- 7.1. The supreme authority of the Society is vested in a General Meeting of the members presided over by the President.
- 7.2. An Annual General Meeting shall be held in July. Where the Society is unable to hold an Annual General Meeting physically, it may hold such meetings, and voting required, by such virtual means as is reasonably practicable to do so, with a view of maximizing access to such meetings by members.
- 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 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 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. Where the Society is unable to hold an Extraordinary General

Meeting physically, it may hold such meetings, and voting required, by such virtual means as is reasonably practicable to do so, with a view of maximizing access to such meetings by members.

- 7.4. 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 requested 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 Society's notice board.
- 7.5. At least two weeks' notice shall be given of an Annual General Meeting and at least ten days' notice of an Extraordinary General Meeting. Notice of 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 Society's notice board four 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) Where applicable, the election of office-bearers and Honorary Auditors for the following term.
- 7.8. Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice to the Secretary one week before the meeting is due to be held.
- 7.9. 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 the quorum.
- 7.10. 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 of the existing Rules.

8. **MANAGEMENT AND COMMITTEE**

- 8.1. The administration of the Society shall be entrusted to a Committee consisting of the following to be elected at each alternate Annual General Meeting:
 - a) A President
 - b) A Vice-President
 - c) A Secretary
 - d) A Treasurer
 - e) Six Ordinary Committee Members
- 8.2. 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. All office-bearers, except the Treasurer may be re-elected to the same or related post for a consecutive term of office. Re-appointment of the outgoing Treasurer to the Treasurer position or any position which is involved in the finances of a charity may be considered after a lapse of at least two years. 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 months after giving seven days' notice to Committee Members. The President may call a Committee Meeting at any time by giving five days' notice. At least $\frac{1}{2}$ of the Committee Members must be present for its proceedings to be valid.

- 8.5. Any member of the Committee absenting himself from three 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 and the Commissioner of Charities within two weeks of the change.
- 8.6. The duty of the Committee is to organise and supervise the daily activities of the Society. 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 Meetings.
- 8.7. The Committee has power to authorize the expenditure of any sum from the Society's funds for the Society's purposes subject to such limits as may be imposed on such expenditure by the General Meetings from time to time.
- 8.8. Conflict of Interest
 - a) Whenever a member of the Committee is in any way, directly or indirectly, has an interest in a transaction or project or other matter to be discussed at a meeting, the member shall disclose the nature of his interest before the discussion on the matter begins.
 - b) The member concerned should not participate in the discussion or vote on the matter, and should also offer to withdraw from the meeting and the Committee shall decide if this should be accepted.
- 8.9. The Committee shall have the power to remove the Committee member who is appointed by the Committee before the expiration of his period of office and may appoint another person in his stead.

9. DUTIES OF OFFICE-BEARERS

- 9.1. The President shall chair all General and Committee meetings. He shall also represent the Society 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 Society 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 Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Society and shall keep an account of all monetary transactions and shall be responsible for their correctness. He is authorised to expend up to \$2,000.00 per month for petty expenses on behalf of the Society. He will not keep more than \$1,000.00 in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee. Cheques, etc. for withdrawals from the bank will be signed by the Treasurer and either the President or the Vice-President or the Secretary.
- 9.5. Ordinary Committee Members shall assist in the general administration of the Society and perform duties assigned by the Committee from time to time.

10. AUDIT AND FINANCIAL YEAR

- 10.1. Two voting members, not being members of the Committee, shall be elected as Honorary Auditors at each 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. In the event that no such members are available, a firm of Certified Public Accountants shall be appointed as Auditors at each Annual General Meeting for a term of one year and shall be eligible for reappointment.
- 10.2. 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 Committee.
- 10.3. The financial year shall be from 1st May to 30th April.

11. TRUSTEES

- 11.1. If the Society 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 Society 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 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 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 notice board in the Society'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 and the Commissioner of Charities.
- 11.5. The address of each immovable properties, name of each trustee and any subsequent change must be notified to the Registrar of Societies and the Commissioner of Charities.

12. VISITORS AND GUESTS

- 12.1. 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.

13. PROHIBITIONS

- 13.1. 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 Society's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- 13.2. The funds of the Society shall not be used to pay the fines of members who have been convicted in court of law.
- 13.3. 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.
- 13.4. 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.

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

14. AMENDMENTS TO CONSTITUTION

- 14.1. No alteration or addition/deletion to this Constitution 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 the prior sanction of the Registrar of Societies and the Commissioner of Charities.

15. INTERPRETATION

- 15.1. 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.

16. DISPUTES

- 16.1. 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.

17. DISSOLUTION

- 17.1. The Society shall not be dissolved, except with the consent of not less than 3/5 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.
- 17.2. In the event of the Society being dissolved as provided above, or in the event the society ceases to be a registered charity under the Charities Act, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged, and the remaining funds shall be donated to other charitable organisation(s), or Institution(s) of a Public Character when the Society is an Institution of a Public Character, as the case may be, with similar objectives in Singapore which is(are) registered under the Charities Act, as the members of the Society may determine at the General Meeting.
- 17.3. A Certification of Dissolution shall be given within seven days of the dissolution to the Registrar of Societies and the Commissioner of Charities.

----End of Document----