

MONTFORT ALUMNI

CONSTITUTION

1. NAME

This Association shall be known as the Montfort Alumni - (hereinafter called the 'Alumni').

2. PLACE OF BUSINESS AND MEETINGS

2.1 Its place of business shall be at the premises of Montfort Junior and Secondary Schools (hereinafter called 'the Schools') at 50 Hougang Avenue 8, Singapore 538785 or such other premises as may subsequently be decided upon by the Executive Committee and approved by the Registrar of Societies.. The Alumni shall carry out its activities only in places and premises, which have the prior written approval from the relevant authorities, where necessary.

3. OBJECTIVES

3.1 To develop a strong, active and meaningful Alumni for the benefit of all members.

3.2 To assist and support the School in its activities, living up to its motto "AGE QUOD AGIS"

4. MEMBERSHIPS AND ELIGIBILITY

4.1 There shall be four classes of members, namely,

Ordinary Member: This shall be opened to all past students of the School who are 18 years of age and above provided always that persons currently attending primary, secondary schools, centralized institutes or junior colleges shall not be admitted as members of the Alumni. Members shall have the right to vote and hold office in the Alumni.

Student Member: This shall be opened to current and past students who are 16 years of age and above, may join the Alumni as Student Members, if they do not qualify as Ordinary Members, provided they shall not be required to pay any entrance or subscription fee. Student Members shall not have any vote, hold office or have any say in the management of the Alumni.

Associate Member: This shall be opened to current VPs and current members of the Schools' management, teaching & support staff. Associate members shall not have any vote, hold office or have any say in the management of the Alumni.

Honorary Member: This shall be confined to the current principals of the School. They shall not have any vote, hold office or have any say in the management of the Alumni.

- 4.2 All applications for membership to the Alumni shall be in the prescribed form subject to the approval of the Executive Committee who shall have power to reject such applications without assigning any reason therefor. Alternatively, application for memberships shall be registered online at the Alumni website, subject to the approval of the Executive committee, who shall have power to reject such applications without assigning any reason therefore.

5. ENTRANCE FEE

The Executive Committee may prescribe from time to time the amount of entrance fee payable by applicants for membership or waive such entrance fee.

6. SUBSCRIPTION

The Executive Committee may prescribe from time to time the subscription fee to be paid by members or waive such subscription fee.

7. OFFICE BEARERS AND EXECUTIVE COMMITTEE

- 7.1 The management of the Alumni shall be vested in an Executive Committee consisting of the following: -

A President	A Vice-President
An Hon. Secretary	An Assistant Secretary
An Hon. Treasurer	An Assistant Treasurer
and Seven (7) Committee Members	

- 7.2 The Executive Committee shall be elected annually at the Annual General Meeting. The tenure of office of the Executive Committee shall be one year. All are eligible for re-election except the Hon. Treasurer who shall not hold the post for a third (3rd) consecutive term.

- 7.3 The Executive Committee shall have power to fill casual vacancies until the next General Meeting.

8. POWERS AND PROCEDURE OF THE EXECUTIVE COMMITTEE

- 8.1 The Executive Committee of the Alumni shall have the following powers: -

- To act for and represent the Alumni in all matters.
- To carry out and execute the decisions and resolutions passed at a General Meeting of members.
- To manage and administer the funds of the Alumni.

- To accept or reject any applications for membership into the Alumni.
- To enforce the Rules and Regulations of the Alumni.
- To remove from office any office bearer or to expel any member whose conduct, in the opinion of the Executive Committee, is prejudicial to the interests of the Alumni. Any member dissatisfied with any decision of the Executive Committee shall have the right to appeal to the Annual General Meeting whose decision shall be final.

- 8.2 The President shall preside at all meetings. In his absence, the Vice-President shall preside at the meeting. In the absence of the President and Vice-President, a member the Executive Committee may be elected from amongst those present to chair the meeting.
- 8.3 The Executive Committee shall meet at least once every 3 months. The quorum for an Executive Committee meeting shall not be less than half of the total number of the Executive Committee. The Hon. Secretary shall prepare and forward to all Committee members not later than seven days before the day fixed for the Executive Committee meeting an agenda.
- 8.4 Questions arising at any Executive Committee Meeting shall be decided by a majority of votes of the members present. In the case of an equality of votes, the Chairman shall have a second and casting vote.
- 8.5 A resolution in writing signed by all Executive Committee members present in the Republic of Singapore shall be as valid and effectual as if it had been passed at a meeting of the Executive Committee duly called and constituted.

9. DUTIES OF OFFICE BEARERS

- 9.1 The duties of the Office Bearers are as follows: -
- a. The President shall preside at all General and Executive Committee Meetings.
 - b. The Vice-President shall deputise for the President in his absence.
 - c. The Hon. Secretary shall keep all records except financial of the Alumni. He shall keep minutes of all General and Executive Committee Meetings and shall prepare the Annual Report for submission to the Annual General Meeting. He shall deal with all general matters and keep the members informed. Subject to the direction or approval of the Executive Committee he shall employ such staff in a temporary or permanent capacity as he may require to assist him in the discharge of his duties.
 - d. The Hon. 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 keep cash \$500.00 for petty expenses. All other funds must be banked into the Alumni's banking account. He shall prepare financial

statements for the Executive Committee from time to time. He shall prepare the Income and Expenditure account and a Balance Sheet for audit purposes and for submission to the Annual General Meeting.

- e. The Asst. Secretary shall assist the Hon. Secretary in the performance of the latter's absence, deputise for the Secretary.
- f. The Asst. Treasurer shall assist the Hon. Treasurer in the performance of the latter's duties and in the absence of the Hon Treasurer, act on his behalf.
- g. All other Committee members shall perform such duties as may be assigned to them by the Executive Committee.

9.2 Any member of the Executive Committee who absents himself from three consecutive meetings of the Executive Committee without reasonable excuse shall be liable to be expelled from the Committee by the Executive Committee. The Executive Committee may co-opt any member of the Alumni who is eligible to hold office to fill such casual vacancy until the next Annual General Meeting.

10. ANNUAL GENERAL MEETING

- 10.1 The Annual General Meeting shall be held not later than the month of April each year at such time, date and place as shall be decided by the Executive Committee.
- 10.2 Notice of Annual General Meeting shall be sent to all members by the Hon. Secretary not less than twenty one days before the date fixed for the Annual General Meeting. Any proposed resolutions and/or motions for amendment of these rules shall be, submitted to the Hon. Secretary not later than fourteen days before the date fixed for the Meeting. The Hon. Secretary shall then prepare and forward to all members not later than seven days before the date fixed for the Annual General Meeting an agenda including resolutions proposed by members and motions for amendment of the Alumni's Rules.
- 10.3 The Annual General Meeting shall be held, inter alia
 - a. to receive and to consider the reports and accounts of the Alumni for the past year;
 - b. to discuss and to vote on all resolutions and motions accepted under Rule 10.2 of the Constitution, and
 - c. to hold fresh elections of office bearers.
- 10.4 The quorum for the Annual General Meeting shall be one quarter of the total membership who are eligible to vote or 30 of such members, whichever is less.

- 10.5 After half an hour of the time appointed for the Annual General Meeting there is no quorum, then the members present shall constitute a quorum and shall proceed with the business of the Annual General Meeting except for amendments to Constitution.
- 10.6 Every question arising at an Annual General Meeting shall be decided by simple majority and in the case of an equality of votes, the Chairman at the meeting shall have a second and casting vote.

11. EXTRAORDINARY GENERAL MEETING

- 11.1 The Executive Committee may at any time for any special purpose call an Extra-Ordinary General Meeting and shall also do so upon the written request of at least ten members who are eligible to vote. Such request shall state the purpose of the meeting and shall be signed by all the members so requesting. The request shall be sent by registered post to the Office of the Alumni.
- 11.2 The Executive Committee shall within two weeks of date of receipt of such a request hold an Extra-Ordinary General Meeting to decide on the matters specified therein.
- 11.3 Subject to the Rule 11.5 of this Constitution, the Rules governing the proceedings of Annual General Meetings shall apply to Extraordinary General Meetings.
- 11.4 The quorum for an Extraordinary General Meeting shall be 50 members eligible to vote. If there is no quorum after half an hour of the appointed time for the Extraordinary General Meeting, the meeting shall be dissolved and no Extraordinary General Meeting shall be requested for the same purpose until after a lapse of at least six months from the date thereof.
- 11.5 Every question arising at an Extra-ordinary General Meeting shall be decided by simple majority and in the case of an equality of votes, the Chairman at the meeting shall have a second and casting vote.

12. FUNDS

- 12.1 Subject to Rule 10.1 (d) of this Constitution all funds of and payments made to the Alumni shall forthwith be deposited with a bank nominated by the Executive Committee.
- 12.2 All cheques shall be signed by the Hon. Treasurer and countersigned by either the President or the Hon Secretary.
- 12.3 The President, Hon Secretary and Hon. Treasurer shall be empowered to sanction payment not exceeding \$1,000.00 for any item of expenditure.
- 12.4 The financial year of the Alumni shall be 1 January to 31 December of each calendar year.

13. EXPENDITURE

The Executive Committee has power to authorise the expenditure of a sum not exceeding \$5,000.00 on any item from the Alumni's funds for the Alumni's purposes. Any expenditure in excess of this amount shall require the prior approval of the members at a General Meeting.

14. AUDITORS

14.1 Two members who are eligible to hold office in the Alumni and who are not members of the Alumni's Executive Committee shall be elected Hon Auditors at each Annual General Meeting to serve until the next Annual General Meeting. No person shall hold office for more than two consecutive years.

14.2 They will audit each year's account and present a report to the Executive Committee.

14.3 They may also be called upon by the Executive Committee to audit the Alumni's accounts for any particular period within their tenure of office and submit a report to the Executive Committee.

15. AMENDMENT TO RULES

No alterations, additions or amendments to these Rules shall be made except at a General Meeting and with the approval of not less than 2/3 of the voting members present and who are eligible to vote.

16. STATEMENTS

No member shall make any press release or public statement including the issue of circulars letters, pamphlets or any other media, in the name of the Alumni without the prior approval of the Executive Committee.

17. INTERPRETATION

In the event of any question arising out of the interpretation of the Rules, the Executive Committee's interpretation shall be accepted unless reversed at a subsequent General Meeting and in the event of any question or matter arising which is not expressly provided for in these Rules, the Executive Committee shall have power to exercise its own discretion.

18. EXPULSION

- 18.1 If any member acts in any way which may be construed as being detrimental to the dignity, good name and interest of the Alumni, the Executive Committee shall consider the conduct of such member at a meeting of the Executive Committee, and if, after deliberation, the Executive Committee is of the opinion that there is sufficient evidence to justify a charge or charges of misconduct against such member, at least seven days' notice in writing shall be given to such member calling upon him to attend a hearing before the Executive Committee for the purpose of defending himself and to justify or explain his conduct. Such notice shall be delivered to such member personally or sent by prepaid registered post to his last known address.
- 18.2 At such hearing before the Executive Committee the member concerned shall be informed of the charge or charges against him and he shall have the right to be heard in his own defence and may call witnesses in his defence. No legal representation shall be allowed.
- 18.3 If, after hearing such member and such witnesses as he may call in his defence, the Executive Committee is of the opinion, by the affirmative vote of three-fifths of the members of the Executive Committee present at the meeting, that the member concerned has been guilty of the charge or charges the Executive Committee shall call upon the member to resign, and if he does not resign, shall expel him. A member expelled from the Alumni shall forfeit all rights and privileges of membership and all rights against the Executive Committee and the Alumni. If the member concerned refuses or fails to attend the hearing of the Executive Committee in answer to the notice calling upon him to do so, the Executive Committee may nevertheless proceed with the hearing in his absence.

19. DISSOLUTION

- 19.1 The Alumni shall not be dissolved except with the approval of not less than 3/5 of the total membership for the time being resident in Singapore and who are eligible to vote and voting at a General Meeting convened for this purpose.
- 19.2 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 shall be disposed of in the manner prescribed by the meeting.
- 19.3 Notice of dissolution shall be given within 7 days of the dissolution to the Registrar of Societies.

20. PROHIBITIONS

- 20.1 Gambling of any kind such as the playing of paikow or mahjong, whether for stakes or not, are forbidden on the Alumni's premises. The introduction of materials for gambling or opium smoking and of bad characters into the premises is prohibited.
- 20.2 The funds of the Alumni shall not be used to pay the fines of members who have been convicted in Court nor shall they be used for donations, presents or any other purposes in connection with any political parties or trade unions or for any purposes which are not for the furtherance of the objects of the Alumni.
- 20.3 The Alumni shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any Trade Union activity as defined in any written law relating to trade union activities for the time being in force in Singapore.
- 20.4 The Alumni shall not hold any lottery, whether confined to its members or not, in the name of the Alumni its office-bearers, or members.
- 20.5 The Alumni shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.