



## **PSORIASIS ASSOCIATION OF SINGAPORE**

### **NAME**

1. The Association shall be called "Psoriasis Association of Singapore" (Herein referred to in this constitution as "The Association")

### **PLACE OF BUSINESS**

2. Its place of business shall be 1 Mandalay Road, c/o National Skin Centre, Singapore 308205 or such address as the Association shall from time to time 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 i, where necessary.

### **OBJECTIVES**

3. The objectives of the Association shall be:
  - a) To provide a community based, support network for psoriatic disease members and their caregivers.
  - b) To educate and increase awareness on psoriasis to patients and the public.
  - c) To support and encourage greater knowledge of psoriatic disease through research and studies.
  - d) To organize events for members.
  - e) To provide the basis for closer liaison and the free exchange of information among psoriasis organizations and related organizations worldwide.

## **MEMBERSHIP QUALIFICATION AND RIGHTS**

- 4.1 **Ordinary membership** is open to all Singaporean Citizens who are of the Age 16 or above who are interested in Psoriasis. Ordinary members have the rights to vote and to hold office.
- 4.2 **Associate membership** is open to Permanent residents who are interested in Psoriasis. Associate members have no voting rights and cannot hold any elected office or post as defined in the constitution.
- 4.3 **Lifetime membership** is open to all Singaporean Citizens who are at the age of 16 or above who are interested in Psoriasis. Lifetime members have the rights to vote and to hold office.
- 4.4 **Corporate Membership.** The Executive Committee may invite any suitable body of persons to be Corporate Members. Corporate Membership is open to any firm, commercial or industrial organization which has connections with the treatment of Psoriasis. Each Corporate Member may nominate one or more of its executives as subscribing members of the Corporate Member (limited to 3 subscribing members per Corporate Membership). Corporate Members, through its subscribing members, shall have no voting rights or hold office in the Association. They will be invited to attend ALL activities of the Association.
- 4.5 **Honorary Members.** The Executive Committee may invite distinguished and professional individuals to become Honorary Members or any person who has or is considered to have contributed in a worthy manner towards the objectives of the Association for such period as the Committee shall deem fit. Honorary Members shall not need to pay any entrance fee or annual subscriptions. Honorary Members shall not have the right to vote and hold office in the Association.

## **APPLICATION FOR MEMBERSHIP**

- 5.1 A person wishing to join the Association should submit his particulars to the Secretary on a prescribed form.
- 5.2 A copy of the Constitution shall be furnished to every approved member.

## **ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES**

- 6.1 Annual subscriptions are payable as follows:
- a) Honorary Member : Nil
  - b) Ordinary Members : S\$10 per annum
  - c) Associate Members : S\$10 per annum
  - d) Lifetime Members : S\$300 (in full or by 2 equal installments within a year)
  - e) Corporate Members : S\$1000 per annum per Corporate member.
- 6.2 Ordinary Members: The first subscription is payable on the date of the application for membership and subsequent subscription will become payable on January each year. A member whose subscription is in arrears for twelve months and has been notified of the fact and has not paid up within twenty-eight (28) days of the posting of such notice shall be deemed to have defaulted and shall cease to be a member. The arrears may be waived by the Committee on a case to case basis.
- 6.3 The Executive committee may propose to change the annual subscription at the Annual General Meeting, subject to consent by two-thirds of voting members present at the Annual General Meeting

## **SUPREME AUTHORITY AND GENERAL MEETINGS**

- 7.1 The supreme authority of the Association is vested in a General Meeting of the members presided over by the President.
- 7.2 An Annual General Meeting of the Association must be held as early in the second quarter of each year as is practical and convenient.
- 7.3 At other times, demand for an Extraordinary General Meeting must bear the signatures of at least twenty Ordinary or Lifetime Members. 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 2 months from receiving this request to convene the Extraordinary General Meeting. The Executive Committee may also call for an EOGM when required.
- 7.4 In the absence of the President of the Association, the Vice-President shall act as the President. Should both of the President and Vice-President be absent, the meeting is empowered to elect a President from among those present by a show of hands.

- 7.5 If the Committee does not within 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 shall convene the Extraordinary General Meeting by giving 10 days' notice to voting members setting for the business to be transacted and simultaneously posting the agenda on the Association's notice board.
- 7.6 At least 2 weeks' notice shall be given of an Annual General Meeting and at least 10 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.
- 7.7 Unless otherwise stated in this Constitution, voting by proxy is allowed at all General Meetings
- 7.8 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.
- 7.9 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.
- 7.10 At least 20% of the total voting membership or 30 voting members, whichever is the lesser, present at General Meeting shall form a quorum. Proxies shall be constituted as part of the quorum.
- 7.11 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, and shall have the power to amend any of the existing rules.

## **MANAGEMENT AND COMMITTEE**

- 8.1 The administration of the Association shall be entrusted to a Committee consisting of the following to be elected at alternate Annual General Meeting:
- A President
  - A Vice-President
  - A Secretary
  - An Assistant Secretary
  - A Treasurer
  - An Assistant Treasurer
  - 7 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 and Assistant Treasurer may be re-elected to the same or related post for a consecutive term of office. The term of office of the Committee is 2 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 3 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 ½ 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 within two weeks of the change.
- 8.6 At all Committee Meetings, at least half of the Committee Members shall form a quorum. In the absence of a quorum, the Meeting shall be adjourned for 15 minutes and those present shall consider a quorum.

## **DUTIES OF OFFICE-BEARERS**

- 9.1 The President shall chair all General and Committee meetings. He shall also represent the Association in its dealings with outside persons.
- 9.2 The Vice-President shall assist the President and deputize for him in his absence.
- 9.3 The Secretary shall keep all records, except financial, of the Association 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 Assistant Secretary shall assist the Secretary and deputize for him in his absence.
- 9.5 The duties of the Treasurer are to keep all funds and collect and disburse all moneys on behalf of the Association. He or she is authorized to spend S\$200 per month as petty expenses for and on behalf of the Association but can indent for more value when this sum is expended. He or she must bank all the money everyday he receives that is in excess of \$200. Cheques or any bank handling funds or the Association must bear the signatures of any two officials from the names and signatures of four officials submitted. The four officials submitted should be 1) President 2) Vice-President 3) Hon Secretary 4) Treasurer.
- 9.6 The Assistant Treasurer shall assist the Treasurer and deputize for him in his absence.
- 9.7 Ordinary Committee Members shall assist in the general administration of the Association and perform duties assigned by the Committee from time to time.
- 9.8 The income and property of the Association whensoever derived shall be applied solely towards the promotion of the objects of the Association as set forth in this Constitution and no portion thereof shall be paid or transferred directly by way of dividend, bonus or otherwise howsoever by way of profits, to members of the Society. Provided that nothing herein contained shall prevent the payment in good faith of remuneration to any Officers or servants of the Association or to any member of the Association in return for any service actually rendered to it or of allowances and traveling expenses to a member of the Association when engaged on any business connected with or arising out of the carrying out of any of the objects of the Association.

## **AUDIT AND FINANCIAL YEAR**

- 10.1 Two (2) voting members, not being members of the Committee, shall be elected as Honorary Auditors at each Annual General Meeting and will hold office for a term of two years only and shall not be re-elected for a consecutive term. The accounts of the Association shall be audited by a firm of Certified Public Accountants if the gross income or expenditure of the Association exceeds \$500,000 in that financial year, in accordance with Section 4 of the Societies Regulations.
- 10.2
- a) They will be required to audit each year's accounts and present a report upon them to the Annual General Meeting;
  - b) They may be required by the President to audit the Association'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 01 April to 31 March.

## **Funds of the Society**

- 11.01 The funds of the Association shall consists of :-
- i) Current Account
- 11.02 The current Account shall consist of all subscriptions and funds collected during the current year and this fund is to be used for organizing projects for that year.

## **TRUSTEES**

- 12.1 If the Association at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.
- 12.2 The trustees of the Association shall :
- a) Not be more than 4 and not less than 2 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.
- 12.3 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.
- 12.4 The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

## **PROHIBITIONS**

- 13.1 Gambling of any kind, excluding the promotion or conduct of a private lottery has been permitted under the Private Lotteries Act, Cap 250, is forbidden on the Association'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 Association shall not be used to pay the fines of members who have been convicted in the court of law.
- 13.3 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.



- 13.4 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.
- 13.5 The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 13.6 The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office-bearers, Committee or members unless with approval of the relevant authorities.
- 13.7 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.

### **AMENDMENTS TO CONSTITUTION**

14. 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.

### **INTERPRETATION**

15. 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.

### **DISPUTES**

16. In the event of any dispute arising amongst members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with the Constitution. Should the members fail to resolve the matter, they may bring the matter to a court of law for settlement.

## **DISSOLUTION**

- 17.1 The Association shall not be dissolved, except with the consent of not less than 3/5 of the total voting membership 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.
- 17.2 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 in such manner as the General Meeting of members may determine or donate to an approved charity or charities in Singapore.
- 17.3 Notice of dissolution shall be given seven days of the dissolution to the Registrar of Societies.

