

**CONSTITUTION OF
INTERNATIONAL 312 MERIDIAN EXERCISE ASSOCIATION (SINGAPORE)**

NAME

1.1 This Society shall be known as the International 312 Meridian Exercise Association (Singapore), hereinafter referred to as the “Society”.

PLACE OF BUSINESS

2.1 Its place of business shall be at Blk 422 Ang Mo Kio Avenue 3 #01-2542 Singapore 560422 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.

OBJECTS

3.1 Its objects are:

Spells out the main aims or objects in order of priority for which the society is formed, or which it may pursue, or for which its funds or any of them may be used.

- a) The aim of the society is to promote healthy living to all through 312 Meridian Exercise.
- b) The society will be teaching and sharing the benefits of 312 Meridian Exercise through various channels such as seminars, demonstrations and guided mass exercises.
- c) The society will engage in community outreach programmes to reach out to more people about 312 Meridian Exercise.
- d) The society aims to bring together all like-minded persons
- e) 312 Meridian Exercise is free of charge, participants do not need to pay for practicing the exercise, and it is not mandatory for participants to register themselves with the society as a member.

MEMBERSHIP QUALIFICATION AND RIGHTS

4.1 Membership is open to all. There will be no specific qualifications needed. If one is an ordinary member, he/she will be able to be active in voting sessions, having a chance to be in executive committee and be present during annual general meetings. Another type of membership is the Associate Membership. Associate Members enjoy similar privileges to Ordinary Members except for voting rights. However, they do need to be present in any meetings, and they are expected to oblige all other rules.

4.2 Persons who are below 18 years of age shall not be accepted as members without the written consent of their parent or guardian.

4.3 Only members who are above 21 years of age shall have the right to vote and to hold office in the Society.

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 The Executive Committee will decide on the application for membership. Its decision will be final and the Committee is not obliged to provide any explanation for declination of membership application. The Committee may at its discretion grant Associate Membership status to applicants.

5.3 A copy of the Constitution shall be furnished to every approved member [upon payment of the entrance fee and upon request]

ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

6.1 The entrance fees and subscriptions shall be determined by the General Meeting on recommendation from the Committee from time to time.

6.2 Annual subscriptions are payable as follows:

\$10/year

6.3 Annual subscriptions are payable within the month of expiry, the validity is one (1) year from the last day of the month of application. If a member falls into arrears with his subscription or other dues, he shall be informed immediately by the Treasurer. If he fails to settle his arrears within four (4) weeks of their becoming due, the President may order that his name be posted on the Society's notice board and that he be denied the privileges of membership until he settles his account. If he fails to settle his arrears for more than three (3) months, he will automatically cease to be a member and the Committee may take legal action against him provided that they are satisfied that he has received due notice of his debts.

6.4 Any additional fund required for special purposes may only be raised from members with the consent of the general meeting of the members.

6.5 The income and property of the Society whensoever derived shall be applied towards the promotion of the objects of the Society as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Association or to any of them or to any person claiming through any of them.

SUPREME AUTHORITY AND GENERAL MEETINGS

7.1 The supreme authority of the Society is vested in a General Meeting of the members.

7.2 An Annual General Meeting shall be held in *(to be assigned by the Registry of Societies)*.

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 ten (10) voting members, whichever is the lesser, and may be called at anytime by order of the Executive 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 (2) months from receiving this request to convene the Extraordinary General Meeting.

7.4 If the Executive Committee does not within two (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 ten (10) 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 (2) weeks' notice shall be given of an Annual General Meeting and at least ten (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. The particulars of the agenda shall be posted on the Society's notice board four (4) days in advance of the meeting.

7.6 Unless otherwise stated in this Constitution, voting by proxy is 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.

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 (1) week before the meeting is due to be held.

7.8 At least 25% of the total voting membership or thirty (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.

7.9 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 part of the existing Constitution.

MANAGEMENT AND EXECUTIVE COMMITTEE

8.1 The administration of the Society shall be entrusted to an Executive Committee consisting of the following to be elected at alternate Annual General Meeting:

A President

Vice-President(s)

A Secretary

An Assistant Secretary

A Treasurer

A Community Outreach Officer

Executive Committee Members

Unless with the prior approval in writing of the Registrar or an Assistant Registrar of Societies, majority of the Committee Members shall be Singapore Citizens. In addition, the President, Secretary, Treasurer and their deputies shall be Singapore Citizens or Singapore Permanent Residents. Foreign Diplomats shall not serve as Committee Members. The maximum number of executive committee members shall not exceed twenty five (25).

8.2 Names of the President nominees shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. The President may be re-elected to the same post for a consecutive term of office. Any members who are not contactable or failed to vote on the Annual General Meeting will be treated as a void vote and will not be taken into consideration of the election. The term of office of the President is two (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, there shall be a re-election.

8.4 The elected President shall assign the above office bearers to assist him to discharge his duties.

8.4 The President may call a Committee Meeting at any time by giving five (5) days' notice. The President or the Vice-President and 25% of the Executive Committee Members must be present for its proceedings to be valid.

8.5 Any member of the Executive Committee absenting himself from three (3) 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 Annual General Meeting. Any changes in the Executive Committee shall be notified to the Registrar of Societies within two (2) weeks of the change.

8.6 The duty of the Executive 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 shall always remain subordinate to the General Meetings.

8.7 The Executive Committee with expressed consent of the President and Treasurer has power to authorise the expenditure without any limits from the Society's funds for the Society's purposes.

8.8 The President may appoint a member to be an Advisor as and when necessary, the advisor is not subjected to elections as the advisors will not be directly involved in the administration of the society.

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-Presidents 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 Assistant Secretary shall assist the Secretary and deputise for him in his absence

9.5 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 S\$500 per month for petty expenses on behalf of the Society. He will not keep more than S\$1000 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 any two of the following office-bearers - President, Secretary or Treasurer.

9.6 The Community Outreach Officer shall assist the President in his duties to deal with outside persons. He shall propose and execute community outreach programmes as and when directed by the President. He shall also assist in the administration of the society and perform duties assigned by the President from time to time.

9.7 The Advisors shall advise the President on the administrations and activities of the society.

9.8 Executive Committee Members shall assist in the general administration of the Society and perform duties assigned by the Committee from time to time.

AUDIT AND FINANCIAL YEAR

10.1 Two (2) voting members, not being members of the Committee, shall be elected as Honorary 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. The accounts of the Society shall be audited by a firm of Certified Public Accountants if the gross income or expenditure of the Society exceeds \$500,000 in that financial year, in accordance with Section 4 of the Societies Regulations.

10.3 The financial year shall be from *(to be assigned by the Registry of Societies)*.

VISITORS AND GUESTS

11.1 Visitors and guests may be admitted into the premises of the Society but they shall not be admitted to the privileges of the Society nor shall they be admitted into the premises more than six (6) times in a calendar year. These visits are to be confined to not more than once in fourteen (14) days.

11.2 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.

PROHIBITIONS

12.1 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.

12.2 The funds of the Society shall not be used to pay the fines of members who have been convicted in court of law.

12.3 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.

12.4 The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

12.5 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.

12.6 The Society shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities.

AMENDMENTS TO CONSTITUTION

13.1 The Society shall not amend its Constitution without the prior approval in writing of the Registrar of Societies. No alteration or addition/deletion to this Constitution shall be passed except at a general meeting and with the consent of two-thirds (2/3) of the voting members present at the General Meeting.

INTERPRETATION

14.1 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.

DISPUTES

15.1 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.

DISSOLUTION

16.1 The Society shall not be dissolved, except with the consent of not less than three-fifths ($\frac{3}{5}$) 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.

16.2 In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged, and the remaining funds will be disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.

16.3 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

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