

## **CONSTITUTION OF**

### **TELANGANA CULTURAL SOCIETY (SINGAPORE)**

#### **NAME**

- 1.1 This Society shall be known as the “TELANGANA CULTURAL SOCIETY (SINGAPORE)”, hereinafter referred to as the “Society”.

#### **PLACE OF BUSINESS**

- 2.1 Its place of business shall be at 141 MIDDLE ROAD, #06-07A, GSM BUILDING, SINGAPORE 188976”, 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.

#### **OBJECTIVES**

- 3.1 Telangana Cultural Society (Singapore) is a platform for the people of Telangana and also for people who all interested in the Society, irrespective of nationality and race who are living and working in Singapore, to come together to form a cohesive unit to organise social & cultural gatherings, charity works, recreational activities, blood donation drives, camps and to organise other events as required.

#### **MEMBERSHIP QUALIFICATION AND RIGHTS**

- 4.1 Membership is unlimited and open to all who are residing in Singapore, irrespective of nationality and race.
- 4.2 Annual Membership: Membership is valid for 1 year and can be renewed every year.

- 4.3 Lifetime Membership: Lifetime Membership can be obtained with a one-time payment.
- 4.4 Only Annual Members and Lifetime 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 An individual wishing to join the Society should submit their particulars to the Committee on a prescribed form.
- 5.2 Children and youths below 21 years of age shall have free membership and may apply to be a member if their parents are members of the Society.
- 5.3 Every applicant should be proposed and seconded by existing members.
- 5.4 Applicant can be a member in any other registered society or organization in Singapore.
- 5.5 The Committee has the right to reject any application without providing any reasons.
- 5.6 Membership will commence from the date of approval; the member shall be informed through post or in person, whichever is earlier.
- 5.7 Constitution copy made available on society website. Upon approval of application, receipts shall be issued to the member and an electronic Identity card shall be issued to Life Members only.
- 5.8 Member's identity card shall be verified based on NRIC/FIN when attending Annual General Meetings, voting and all the events organised by the Society.
- 5.9 All members shall notify the Honorary Secretary if there is any change in their addresses, contact numbers and email addresses.

5.10 All annual members shall renew their membership upon expiry of membership.

### **MEMBERSHIP FEE**

6.1 Membership fees of the Annual and Lifetime Memberships are as follows:

- Annual Membership: \$ 20.00
- Lifetime Membership (individual): \$ 120.00
- Lifetime Membership Family(Husband and Wife only): \$ 200

6.2 Membership fee shall be payable during application submission or online transfer to society account.

6.3 In the event of rejection of application for membership, the membership fee shall be refunded to the applicant.

6.4 Membership fees shall be reviewed during the Annual General Meeting.

### **OTHER CHARGES**

7.1 The Society may charge nominal fees for programmes and events conducted.

7.2 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 Society or to any of them or to any person claiming through any of them.

### **RESIGNATIONS**

8.1 Any member including Committee Member may resign his/her membership by giving to the Honorary Secretary notice in writing. The Honorary Secretary shall give such notice to the President. Such notice shall be accepted only after the settlement of all outstanding dues.

- 8.2 Any member who has resigned from the Society and is interested to re-join shall be accepted through the normal membership application procedure, subject to the approval of the majority of the Committee members. He/She shall not be eligible to hold any office immediately, until after he/she has successfully completed 2 years in the Society.
- 8.3 If any member, including the Committee Member, whose conduct is against the interest of the Society, or is complained against by any member or is involved in any investigation conducted by the Committee, he/she shall be called by the Committee to explain his/her conduct and rectify any damage done. If the Committee is not satisfied with the member's explanation or rectification, it may call upon him/her to resign and if such member does not resign within 2 days after such a request, the Committee may then expel such member from the Society and any member expelled from the Society shall not be allowed to re-join the Society.
- 8.4 An aggrieved member may appeal within a month from the date of his expulsion, to the General Meeting of members, whose decision shall be final.

### **ANNUAL GENERAL MEETING**

- 9.1 The supreme authority of the Society is vested in a General Meeting of the members.
- 9.2 An Annual General Meeting shall be held before 31<sup>st</sup> May.
- 9.3 The following points will be considered at the Annual General Meeting"
- a) To elect Committee members of the Society once every 2 years.
  - b) To discuss events, financial transactions and annual reports of the previous financial year.
  - c) To elect two Auditors for the ensuing year.

- d) To discuss and receive feedback from its members.
- 9.4 At Annual General Meetings, the President, and in his absence, the Vice-President, and in the absence of the Vice-President, a member elected by the existing Committee members present, shall take the Chair.
- 9.5 At least two (2) weeks' notice shall be given for the Annual General Meeting. Notice of meeting stating the particulars of the agenda, annual reports, date, time and place of meeting shall be provided to all members by the Honorary Secretary.
- 9.6 Any member can place an item on the agenda of the Annual General Meeting and can also raise any questions relating to the report and accounts at the Annual General Meeting, by giving at least seven (7) days' written notice to the Honorary Secretary.
- 9.7 At least 25% of the total voting membership or thirty (30) voting members, whichever is the lesser, present at an Annual General Meeting shall form a quorum for the proceedings to be valid. Proxies shall not be constituted as part of the quorum.
- 9.8 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.

### **EXTRAORDINARY GENERAL MEETING**

- 10.1 An Extraordinary General Meeting must be called by the President with at least two (2) weeks' notice upon the request in writing of not less than 25% of the total voting membership or thirty (30) voting members, whichever is the lesser, and may be called at anytime by order of the Committee, stating the purposes for which the meeting is required. The Extraordinary General Meeting shall be convened within two (2) months from receiving this request to convene the Extraordinary General Meeting.
- 10.2 If the 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.

#### **MANAGEMENT AND DUTIES OF COMMITTEE MEMBERS**

- 11.1 The administration of the Society shall be entrusted to a Committee consisting of the following (Total of 22 Positions) to be elected at alternate Annual General Meeting:

President (One Position)

Vice-President (Four Positions)

Honorary Secretary (One Position)

Regional Secretary (Four Positions)

Honorary Treasurer (One Position)

Organizing Secretary (One Position)

Executive Members (Ten Positions)

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, Honorary Secretary, Honorary Treasurer and their deputies shall be Singapore Citizens or Singapore Permanent Residents. Foreign Diplomats shall not serve as Committee Members.

- 11.2 No person shall concurrently serve two (2) posts during the same two-year term.
- 11.3 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 shall always remain subordinate to the General Meetings.
- 11.4 Any member of the Committee absenting himself from three (3) 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 (2) weeks of the change.
- 11.5 A Committee Meeting shall be held at least once every two months after giving five (5) days' notice to Committee members. The President may call a Committee Meeting at any time by giving at least two (2) days' notice. Majority of the Committee members must be present for its proceedings to be valid. A quorum at the Committee Meetings shall include at least the President, the Honorary Secretary or the Honorary Treasurer.
- 11.6 The service of Committee Members is voluntary and there shall not be any remuneration given to any member. This is a service to the Society.
- 11.7 The serving Committee Members should not concurrently hold office in any other Singapore registered societies.

11.8 The Committee Member shall inform the Society in writing if he/she is holding office in any overseas registered societies , for record purposes only.

### **DUTIES OF OFFICE-BEARERS**

12.1 The President shall:

- Have the general responsibility of the implementation of various activities of the Society.
- Chair all Annual General Meetings and Committee meetings and sign on the approved minutes of meetings.
- Represent the Society in its dealings with outside persons.
- Approve and sign all the application forms, bills and receipts.
- Cheques drawn shall bear the signatures of the Honorary Treasurer and either the President or the Honorary Secretary.
- Serve as the official spokesperson of the Society.

12.2 The Vice-President shall assist the President and deputise for him in his absence. The Vice-President shall enjoy all the rights of the President in the latter's absence, except signing on cheques.

12.3 The Honorary Secretary shall:

- Keep all records, except financial of the Society and shall be responsible for their correctness.
- Keep minutes of all General and Committee meetings.
- Shall maintain an up-to-date register of Society Members at all times including the addresses of the Members.



- Shall conduct Committee meetings by coordinating with the Committee members and making the necessary arrangements.
- Shall act in the absence of the President and the Vice-President.
- Sign/Approve all bills and cheques drawn shall bear the signatures of the Honorary Treasurer and either the President or the Honorary Secretary.

12.4 The Honorary 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.
- Sign all receipts issued by the Society.
- Be authorised to expend up to \$100.00 per month for petty expenses on behalf of the Society.
- Keep no more than \$100.00 in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee.
- Sign/Approve all bills and cheques drawn shall bear the signatures of the Honorary Treasurer and either the President or the Honorary Secretary.
- Submit a statement of the receipts and financial status in every Committee meeting.
- Be responsible for all the collection of the annual dues and issuance of receipts.
- Provide a written report of all the assets of the Society at the Annual General Meeting.

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

### **ELECTIONS**

13.1 Elections shall be conducted at alternate Annual General Meetings.

13.2 Election will follow on a simple majority vote of the members.

13.3 The term of office for the Committee is two years.

13.4 All Committee members, except the Treasurer may be elected to the same or related position for a consecutive term.

13.5 Election shall be held every two years during AGM. Election Notification shall be sent before 2 weeks of AGM, nominations should be received within one week of notification.

13.6 The contesting President should declare his/her team during the nomination.

13.7 Nominations are only accepted from Annual and Lifetime members who have successfully completed in the Society, with all the earlier dues paid off prior to the submission of their nominations.

13.8 No person below 21 years of age is eligible for nomination.

13.9 The Committee shall notify the nominee(s) about the acceptance/rejection of the nomination 5 days before the election day. Committee have the right to reject a nomination by stating the reason for rejection. And members are barred from contesting in society general body elections if the nominee is found to be not loyal to society and working against society interests and/or the actions by him/her/them dilutes the unity of the society.

- 13.10 Nominations for the posts in the Committee shall be in signed format by the Candidate with one proposer and two seconders who are existing members who have been members for a minimum of 2 years.
- 13.11 If no nominations are received by the date mentioned in Elections Notification, the existing Committee shall recommend members from Annual and Lifetime membership for vacancies available. Upon proposal and seconded, the recommended member should submit his nomination form to the Committee
- 13.12 Election will follow on a simple majority vote of the members, either by show of hands or secret ballot, subject to the agreement of the majority of the voting members present.
- 13.13 No person who is serving as a Committee Member of another Singapore registered society shall be nominated or recommended by the Committee. They are eligible for nomination only after they have resigned from the other society and have a minimum of six (6) months of Annual or Lifetime membership (overall should have 2 years membership in society). For nomination purposes, the candidate shall provide the resignation letter as evidence upon the Society's request.
- 13.14 Only Annual and Lifetime members who join the Society two months prior to 1<sup>st</sup> April are eligible to vote.
- 13.15 Unless otherwise stated in this Constitution, voting by proxy shall not be allowed.
- 13.16 A two-member Election Committee will be appointed from the Annual or Lifetime Members by Committee members. This Election Committee shall be responsible for validating nominations, conducting the election, and announcing the results of the election.

- 13.17 In the event of a tie, a re-vote will be taken and if it still results in a tie, a lot shall be drawn to determine who shall be the successful candidate unless the contesting candidate(s) withdrew in favour of one of themselves.

### **VACANCIES**

- 14.1 When any of the positions of the President, Honorary Secretary or Honorary Treasurer are vacant, the replacement shall be chosen from amongst the remaining serving Committee Members.
- 14.2 If any vacancy arises for positions other than the President, Honorary Secretary and Honorary Treasurer, a replacement may be co-opted by the Committee to serve until the next Annual General Meeting with the approval of the majority of the Committee. Only an Annual or Lifetime Member who has completed 2 years term with the Society shall be eligible to be co-opted. Any changes in the Committee shall be notified to the Registrar of Societies within two (2) weeks of the change.

### **RECORDS AND REPORTS**

- 15.1 All records, annual reports, minutes of meeting of all years past and present shall be maintained in good order.
- 15.2 The President, Honorary Secretary, Honorary Treasurer are responsible in maintaining and submitting the annual statements or any such reports required by Singapore government agencies.

### **FINANCES**

- 16.1 The Honorary Treasurer shall maintain the bank account in the name of Society.
- 16.2 The amount collected for the Society will be deposited by the Honorary Treasurer in a bank approved by the Committee.

- 16.3 All cheques drawn thereon shall bear the signatures of Honorary Treasurer and either the President or the Honorary Secretary.
- 16.4 All claims exceeding \$100.00 should have the written approval of the President and the Honorary Secretary. The Honorary Treasurer shall maintain such records in Society's financial accounts.

### **VISITORS AND GUESTS**

- 17.1 Visitors, guests, and delegates 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.
- 17.2 All visitors, guests, and delegates who are participating in the Society's programmes shall bear their own expenses.

### **AUDIT AND FINANCIAL YEAR**

- 18.1 Two (2) voting members, not being members of the Committee, shall be elected as Honorary Auditors at every Annual General Meeting and will hold office for a term of one year only and shall not be re-elected for a consecutive term.
- 18.2 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.
- 18.3 The financial year shall be from 1<sup>st</sup> April to 31<sup>st</sup> March.

18.4 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.

### **TRUSTEES**

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

19.2 The trustees of the Society shall:

- a) Not be more than four (4) and not less than two (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.

19.3 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 (1) 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.

19.4 Notice of any proposal to remove a trustee from his trusteeship or to appoint a new trustee to fill a vacancy must be sent to members at least two weeks before the meeting at which the proposal is to be discussed. The result of such General Meeting shall then be notified to the Registrar of Societies.

- 19.5 The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

### **PROHIBITIONS**

- 20.1 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.
- 20.2 The funds of the Society shall not be used to pay the fines of members who have been convicted in court of law.
- 20.3 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.
- 20.4 The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes in Singapore.
- 20.5 The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its Committee members, Committee or members unless with the prior approval of the relevant authorities.
- 20.6 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**

- 21.1 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**

- 22.1 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**

- 23.1 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**

- 24.1 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.
- 24.2 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.
- 24.3 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

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