

CONSTITUTION OF WATERWAYS WATCH SOCIETY

NAME

- 1.1 This Society shall be known as the “Waterways Watch Society”, hereinafter referred to as the “Society”.

PLACE OF BUSINESS

- 2.1 Its place of business shall be at “6 Hua Guan Avenue Singapore 589090” 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 to promote public awareness and concern for a clean environment in Singapore, particularly to keep the waterways and riverbanks in Singapore clean and free of pollution.
- 3.2 To attain the above objectives, the Society shall:
- a. Formulate and implement an on-going action plan and strategies to assist in keeping the waterways and riverbanks of Singapore clean and free of pollution.
 - b. Initiate and organize (through joint actions with relevant bodies) on-going activities aimed at educating the public on the importance of keeping the waterways and the riverbanks clean.
 - c. Patrol the rivers and their catchments and report any pollution to relevant authorities for action.
 - d. Develop and implement programmes on the importance of keeping the waterways and riverbanks of Singapore clean.
 - e. Create opportunities to make the waterways a fun place for family recreation and one of Singapore’s leading tourist attractions.
 - f. In furtherance of the above objects, the Society may carry on any other activity and do anything of any nature which may seem to the Society capable of being conveniently carried on or done by the Society in connection with the above, or may seem to the Society calculated directly or indirectly to benefit the Society.
 - g. Do all such things as in the opinion of the Committee are or may be incidental or conducive to the above objects or any of them.

MEMBERSHIP QUALIFICATION AND RIGHTS

4.1 Associate Membership

Associate Membership shall be open to all those who are 16 years of age and above.

All Associate Members shall have no voting rights and are not eligible to hold office in the Committee.

4.2 Ordinary Membership

Ordinary Membership shall be open to Associate Members who have clocked a minimum of 12 hours in service to the Society per year for 2 consecutive years, not including orientation.

All Ordinary Members shall have the right to vote and to hold office in the Committee.

4.3 Junior Membership

Children under the age of 16 are eligible for Junior Membership subject to the approval of the Committee.

All Junior Members shall have no voting rights and shall not be eligible to hold office in the Committee. Upon attaining the age of 16, Junior Members are eligible to be redesignated as Associate Member.

4.4 Membership Renewal

Membership Renewal shall be on an annual basis, subject to the completion of at least 6 hours in service to the Society per calendar year. Members who do not fulfil this requirement and/or display unbecoming conduct are liable for revocation of membership, at the discretion of the Committee.

APPLICATION FOR MEMBERSHIP

5.1 A person wishing to join the Society shall submit his particulars to the Secretary on a prescribed form.

5.2 The Committee will decide on the application for membership.

5.3 A copy of the Constitution shall be furnished to every approved member.

ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

- 6.1 There shall be no entrance fee payable for all members unless so decided by the Committee and provided the fee is not to exceed \$50 dollars.
- 6.2 There shall be no subscriptions payable by members. The funds of the Society shall be derived from donations.
- 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.

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 will be held not later than December of the same financial year.
- 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 any time by the 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 2 months from receiving this request to convene the Extraordinary General Meeting.
- 7.4 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 forth the business to be transacted and simultaneously posting the agenda on the Society's notice board.
- 7.5 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 the 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 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 Meetings:
 - a. The previous financial year's accounts and annual report of the Committee.
 - b. Where applicable, the election of the office bearers and Honorary Auditors for the following term.
- 7.8 Any member who wishes to place an item on the agenda of an 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 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 Constitution.

MANAGEMENT AND COMMITTEE

- 8.1 The administration of the Society shall be entrusted to a Committee (also known as the Board) consisting of the following to be elected at alternate Annual General Meeting.

A President (Only Singapore Citizens are permitted to hold office of this position)

A Vice-President (Only Singapore Citizens and Singapore Permanent Residents are permitted to hold office of this position)

A Secretary (Singapore Citizens as well as non-Singapore Citizens are permitted to hold office of this position)

An Assistant Secretary (Singapore Citizens as well as non-Singapore Citizens are permitted to hold office of this position)

A Treasurer (Only Singapore Citizens and Singapore Permanent Residents are permitted to hold office of this position)

An Assistant Treasurer (Singapore Citizens as well as non-Singapore Citizens are permitted to hold office of this position)

- 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 Treasurer and Assistant Treasurer may be re-elected to the same or related post for consecutive terms of office, up to a maximum of two terms.

To ensure continuity in the Society, at least half of the existing Management Committee members must stand for re-election the following year.

- 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, 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.
- 8.4 The President may call a Committee Meeting at any time by giving five days' notice. At least half of the Committee Members must be present for its proceedings to be valid.
- 8.5 Any member of the Committee absenting himself from 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 and the Commissioner of Charities within 2 weeks of 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 a sum of **S\$25 000** for capital expenditure and a sum of **S\$10 000** for running expenditure per month. Cheques issued by the Society will need to be signed by 2 authorised persons, one of which must be either the Treasurer or the Assistant Treasurer.
- 8.8 The Committee shall co-opt a maximum of 8 Ordinary Committee Members. Singapore Citizens as well as non-Singapore Citizens are permitted to hold office of this position. The Committee may also invite Honorary Committee Members based on their credentials and capabilities. The Committee shall be responsible for the yearly appointment/review of: Trainers (Senior Members), Team Leaders, and Asst. Team Leaders.
- 8.9 Any Sub-Committee Chairperson must be recommended by at least 2 working main committee members and/or Trainers.
- 8.10 Committee nominees must at least hold the position of Asst. Team Leader and must be recommended and seconded by two other Ordinary Members.
- 8.11 The Committee will have the right to assign any ad-hoc committees to carry any by-laws. Any by-law adopted is to be circulated to all members.
- 8.12 To ensure that proper procedures are in place to declare, prevent, and/or address conflict of interest issues by the members of the Committee,
 - a. Whenever a member of the Committee 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 shall not participate in the discussion or vote on the matter, and shall also offer to withdraw from the meeting and the Committee shall decide if this should be accepted.

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 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\$1 000 in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee.
- 9.6 The Assistant Treasurer shall assist the Treasurer and deputise for him in his absence.
- 9.7 Ordinary 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 A firm of Certified Public Accountants shall be appointed as Auditors at each Annual General Meeting for a term of 2 years 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 April to 31st March.

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 4 and not less than 2 in number.
 - b. Be elected by a General Meeting of members.
 - c. Not affect 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 a vacated:
- a. If the trustee dies or become 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 a 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.

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.

PROHIBITONS

- 13.1 Gambling of any kind, whether for stakes or not, 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 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 or allow its fund 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 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.

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 and the Commissioner of Charities.

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 and 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

- 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 that 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 will be donated to an Institution or Institutions of a Public Character with similar objectives in Singapore which is or are registered under the Charities Act as the members may determine at the General Meeting.
- 17.3 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 donated to an Institution or Institutions of a Public Character with similar objectives in Singapore which is or are registered under the Charities Act as the members may determine at the General Meeting.
- 17.4 A Certificate of Dissolution shall be given within seven days of the dissolution to the Registrar of Societies and the Commissioner of Charities.