

**CONSTITUTION
OF
POPULATION ASSOCIATION OF SINGAPORE**

1. NAME

- 1.1 This Association shall be known as the "Population Association of Singapore", hereinafter referred to as the "Association".

2. PLACE OF BUSINESS

- 2.1 Its place of business shall be at "298, Tiong Bahru Road, #15-01/06, Central Plaza, Singapore 168730" or such other address as may subsequently be decided upon by the Committee (from time to time) and approved by the Registrar of Societies.

3. OBJECTS

- 3.1 The objects of the Association are:
- (a) to facilitate scientific research on population;
 - (b) to encourage, facilitate and support research projects relating to the study of population in Singapore and Asia;
 - (c) to provide a platform for intellectual exchange in population studies among researchers, academics and all interested parties.
- 3.2 In furtherance of the above objects, the Association may do all that is necessary and expedient to give effect to the objects of the Association, which may include any of the following:
- (a) engage in the exchange of knowledge through preparing, publishing and disseminating periodicals, pamphlets, photos, articles and illustrations as well as produce such films, videos and recordings in whatever form, electronic or otherwise, as may be necessary or relevant to educate its members and the public;
 - (b) participate in and organise forums, talks, seminars, and other like events to help advance population research among members and public education on population issues.

4. MEMBERSHIP

- 4.1 The Association shall consist of Committee Members, Ordinary Members, Associate Members and Student Members (collectively known as "Members").
- 4.2 Ordinary Membership is granted by application to persons who hold professional qualifications recognised by the Association.
- 4.3 Associate membership may be granted by application to any person who shares the Association's objects but does not qualify for Ordinary Membership.
- 4.4 Student Membership may be granted by application to persons who are either:
 - (i) Singapore Citizens or Permanent Residents undergoing a course of professional training locally or overseas that is recognised by the Association or
 - (ii) undergoing a course of study locally that is recognised by the Association.
- 4.5 Only members who are above 21 years of age shall have the right to vote and to hold office in the Association.
- 4.6 Persons who are below 18 years of age shall not be accepted as members without the written consent of their parent or guardian.

5. APPLICATION FOR MEMBERSHIP

- 5.1.1 A person wishing to join the Association should submit his/her particulars to the Secretary on a prescribed form via email.
- 5.1.2 The Committee will decide on the application for membership.
- 5.1.3 The Committee shall have the power to accept or reject any application or renewal for membership without assigning any reason.
- 5.1.4 A copy of the Constitution shall be furnished to every approved member [upon payment of the membership fee]

6. SUBSCRIPTIONS AND OTHER DUES

- 6.1 Annual subscriptions are payable as follows:

- (a) An annual membership subscription fee of \$ 25 (SGD) is payable within one month of approval of Ordinary membership, in default of which membership may be cancelled by order of the Committee;
 - (b) An annual membership subscription fee of \$ 15 (SGD) is payable within one month of approval of Associate membership, in default of which membership may be cancelled by order of the Committee;
 - (c) An annual membership subscription fee of \$ 10 (SGD) is payable within one month of approval of Student membership, in default of which membership may be cancelled by order of the Committee;
 - (d) The Committee may from time to time determine the sum for the annual membership subscription fee to ensure that the Association has sufficient funds to conduct its activities.
 - (e) If a member falls into arrears with his/her subscription or other dues, he/she shall be informed immediately by the Treasurer;
 - (f) If he/she fails to settle his/her arrears for more than three (3) months, he/she will automatically cease to be a member.
- 6.2 Any additional funds required for special purposes may only be raised from members with the consent of the General Meeting of the members.
- 6.3 The income and property of the Association whensoever derived shall be applied towards the promotion of the objects of the Association as outlined 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 any person claiming through any of them.
- 6.4 Members may terminate their membership in the Association by informing the Association's Secretary in writing. There shall be no refund of the subscription dues when membership is terminated.

7. Supreme Authority and General Meetings

- 7.1 The supreme authority of the Association is vested in a General Meeting of the members. [☆]
- 7.2 At least one-third of the total voting membership, whichever is the lesser, present at a General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum.

[☆] Compulsory for all societies.

- 7.2.1 In the absence of a quorum thirty minutes after the Annual General Meeting is due to begin, the Meeting shall be held, but shall not have the power to alter or amend rules.
- 7.3 At least four (4) 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 emailed one (1) week in advance of the meeting.
- 7.4 Any member who wishes to place an item on the agenda of a General Meeting may do so provided he/she gives notice to the Secretary two (2) weeks before the meeting is due to be held.
- 7.5 Unless otherwise stated in this Constitution, voting by proxy is allowed at all General Meetings.
- 7.6 An Annual General Meeting shall be held within 3 months from the close of its financial year.
 - 7.6.1 The following points will be considered at the Annual General Meeting:
 - (a) The annual report and previous financial year's accounts of the Committee.
 - (b) To elect Office Bearers for the ensuing term
 - (c) Where applicable, the election of office bearers and Honorary Auditors for the following term.
 - (d) To discuss matters submitted by Members of the Association for which due Notice prior to the start of the Annual General Meeting has been given to the Secretary.
- 7.7 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 and may be called at any time by order of the Committee.
 - 7.7.1 The Extraordinary General Meeting shall be convened within one (1) month from receiving this request to convene the Extraordinary General Meeting.
 - 7.7.2 If the Committee does not within one (1) month 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 agenda for the meeting through email.

8. MANAGEMENT AND COMMITTEE

- 8.1 The administration of the Association shall be entrusted to a Committee consisting of the following will be elected every three years "at the Annual General Meeting":
- (a) A President
 - (b) A Vice President
 - (c) A Secretary
 - (d) A Treasurer
 - (e) Up to 2 Honorary Auditors
 - (f) Up to five (5) Council Members
- 8.2 Names for the above offices shall be proposed and seconded at the Annual General Meeting and the election will follow on a simple majority vote of the members. All office-bearers, except the Treasurer, may be re-elected to the same or related post for two (2) consecutive terms of office. The term of office of the Committee is three (3) years.
- 8.3 Election will be either by electronic voting or show of hands or secret balloting, subject to the agreement of the majority of the voting members present. [In the event of a tie, the Chairman of the meeting shall have a casting vote.]
- 8.4 In the event a member is unable to attend the Annual General Meeting, they may mail-in their vote.
- 8.5 A Committee Meeting shall be held at least once every six (6) months after giving seven (7) days' notice to Committee Members. Majority of the Committee Members must be present for its proceedings to be valid.
- 8.6 Any member of the Committee absenting himself/herself 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.
- 8.7 Any changes in the Committee shall be notified to the Registrar of Societies within two (2) weeks of the change.
- 8.8 The duty of the Committee is to organise and supervise the daily activities of the Association. 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.

9. DUTIES OF OFFICE BEARERS

- 9.1 If the President's position becomes vacant during his/her year of office, the Vice President will succeed him/her and serve as President for the remainder of the term.
- 9.2 The President shall chair all General and Committee meetings. He/She shall also represent the Association in its dealings with outside persons.
- 9.3 The Vice President shall assist the President and deputise for him/her in his/her absence.
- 9.4 The Secretary shall keep all records, except financial, of the Association and shall be responsible for their correctness. He/She will keep minutes of all General and Committee meetings. He/She shall maintain an up-to-date Register of Members at all times.
- 9.5 The Treasurer shall keep all funds and collect and disburse all money on behalf of the Association and shall keep an account of all monetary transactions and shall be responsible for their correctness. Cheques, etc. for withdrawals from the bank will be signed by the Treasurer and either the President or the Vice President or the Secretary.
- 9.6 The Council Members shall assist in the general administration of the Association and perform duties assigned by the Committee from time to time.

10. AUDIT AND FINANCIAL YEAR

- 10.1 Two (2) voting members, not being members of the Committee, shall be at the **first** Annual General Meeting of each term and will hold office for a term of **three years** only and shall not be re-elected for a consecutive term. The accounts of the Association shall be audited by a firm of Public Accountants and Chartered 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 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 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 1st April to 31st March of the following year.

11. PROHIBITIONS

- 11.1 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 Association's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- 11.2 The funds of the Association shall not be used to pay the fines of members who have been convicted in the court of law.
- 11.3 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.
- 11.4 The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 11.5 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 the prior approval of the relevant authorities.
- 11.6 The Association 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.

12. AMENDMENTS TO CONSTITUTION

- 12.1 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.
- 12.2 The proposed amendments will only come into force after approval by the Registrar of Societies.

13. INTERPRETATION

- 13.1 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 the power to use their discretion. The decision of the Committee shall be final unless it is reversed at a General Meeting of members.

14. DISPUTES

- 14.1 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.

15. DISSOLUTION

- 15.1 The Association shall not be dissolved, except with the consent of not less than three-fifths (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.
- 15.2 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 donated to an approved charity or charities in Singapore.
- 15.3 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

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