

# **AIESEC SINGAPORE ALUMNI**

## **CONSTITUTION** **(ROS 170/79/OBS)**

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The Honorary General Secretary

**ARTICLE I – NAME**

1. This association shall be known as **AIESEC Singapore Alumni**, AIESEC stands for L'Association Internationale des Etudiants en Sciences Economiques et Commerciales, hereinafter referred to as the Alumni.

**ARTICLE II – PLACE OF BUSINESS**

1. Its place of business shall be at Suite 306, 3<sup>rd</sup> Floor, Colombo Court, Singapore 0617 or such other address as may be decided upon by the Management Committee and approved by the Registrar of Societies.

**ARTICLE III – OBJECTS**

1. The Alumni is an independent, non-political and non-profit organization and its objects shall be:
  - a. To foster, encourage and develop the concept and practice of management in all its aspects through the organization of appropriate activities, including:
    - i. The organization of talks, seminars, conferences, discussions and study tours relating to management subjects or topics;
    - ii. The publication as and when necessary, of journals, brochures, and other literature pertaining to the art and science of management; and/or
    - iii. Affiliation, as the Management Committee thinks fit, with any body, or organization whether in Singapore or abroad whose interest and/or objects are similar to those of the Alumni;
  - b. To provide and maintain an organization for the promotion of efficiency, progress and general development among past members of AIESEC-Singapore;
  - c. To provide a means of communication between the members of AIESEC-Singapore and the Alumni; and
  - d. To provide a social forum for members and to promote personal and friendly intercourse among members of the Alumni.

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**ARTICLE IV – MEMBERSHIP**

1. There shall be two classes of membership

a. Ordinary Membership

This class of membership shall be confined to former members of AIESEC-Singapore. Qualification for this class depend on:

- i. Past involvement in AIESEC-Singapore; and
- ii. Contributory potential of the applicant to the Alumni.

b. Provisional Membership

This class of membership shall be open to graduating students who have had past involvement in AIESEC Singapore. Provisional members can participate in all activities and enjoy all privileges of Ordinary Membership except the right to vote. Upon the discretion of the Management Committee, after a one-year Provisional Membership, Provisional members are eligible for Ordinary Membership subject to Article IV 1(a) (ii).

2. A person wishing to join the Alumni should submit his/her application on prescribed forms to the Honorary General Secretary, who shall submit it to the Management Committee, which shall have the power to accept or reject any such application without assigning any reasons thereof.
3. A copy of the Constitution of the Alumni shall be provided to every approved applicant who has paid his/her entrance fees on request. The members may also refer to the alumni's website for the Constitution.

**ARTICLE V – ENTRANCE FEES AND SUBSCRIPTIONS**

1. For all classes of membership, an entrance fee of S\$30/- per person and an annual subscription fee of S\$10/- per person is payable within 2 weeks of election to membership in default of which membership may be cancelled by order of the committee.
2. The entrance and annual subscription fees may only be varied by a General Meeting of the members. Any special subscriptions for any particular purpose may only be raised by members with the consent of a General Meeting of the members.
3. All annual subscriptions shall be payable within one month of the beginning of the financial year which shall run from January 1st to December 31st. Members admitted between June and December shall pay half a year's subscription.

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4. A member who does not pay his annual subscription within two (2) months from the beginning of the financial year shall receive a written notification from the Vice President – Finance.
5. Any member who does not pay his annual subscription within four (4) months from the financial year shall have his/her membership and his/her interests in the Association terminated. A member, whose membership so terminated, may, however, submit an appeal to the Management Committee whose decision shall be final.

**ARTICLE VI – RIGHTS AND DUTIES OF MEMBERS**

1. All members shall be entitled to attend all General Meetings of the Alumni and shall have the privilege to participate in all activities and functions organized by the Alumni.
2. Members shall abide by all rules and regulations of the Alumni and shall not act in any way inconsistent with its objects.
3. Members shall pay all subscriptions and other dues in accordance with Article V of this Constitution.

**ARTICLE VII – CESSATION OF MEMBERSHIP**

1. Membership in the Alumni may be discontinued through:
  - a. Resignation – notice of resignation shall be given to the Honorary General Secretary in writing and the members shall remain liable for all arrears due;
  - b. The provisions of Article V (4); or
  - c. Disciplinary action as provided for under Article XIX.

**ARTICLE VIII – MANAGEMENT COMMITTEE**

1. The Management of the Alumni shall be vested with the Management Committee comprising of the following who shall be elected from amongst the members at the Annual General Meeting:
  - a. President;
  - b. Honorary General Secretary;
  - c. Vice President – Finance

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- d. Vice President – Publications
  - e. Vice President – Social and Recreation
  - f. Vice President – Education and Training
  - g. Vice President – Student Liaison
  - h. Vice President – Public Relations
  - i. Vice President – International Relations
  - j. Assistant Vice President – Finance
  - k. Two Committee Members without portfolio
2. The Management Committee shall hold office from its constitution at an Annual General Meeting for a term of two (2) years.
  3. The retiring Management Committee members shall have the right to stand for re-election with the exception of the Vice President – Finance who shall not be eligible for re-election to the same office for a second consecutive term.
  4. In the event of any office following vacant, the Management Committee shall have the power to fill such vacancy by co-option for the period until the next Annual General Meeting.
  5. The Management Committee shall have the power to form committee and sub-committees as and when necessary.
  6. In the absence of the President for a period of 12 months or less, the Management Committee may appoint one of its committee members without portfolio as the Acting President who shall assist and deputise for the President. If the period of absence is more than 12 months, the Management Committee may appoint an Acting President amongst its committee members without portfolio to serve until the expiry of the term. This shall be done by a simple majority vote within a Management Committee meeting.

**ARTICLE IX – MANAGEMENT COMMITTEE MEETINGS**

1. The Management Committee shall meet at least once in three (3) months at such place as may be determined from time to time.
2. A meeting of the Management Committee may at any time be called by order of the President or at the request in writing by a simple majority or any five (5)

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members (whichever is lower) of the Management Committee addressed to the Honorary General Secretary.

3. Seven clear days' notice of the Management Committee Meeting or three clear days' notice in the case of an emergency shall be given to each Management Committee member and such notice shall, so far as practicable contain a statement of the business to be transacted at such meeting.
4. At each meeting of the Management Committee, a simple majority or five (5) members (whichever is lower) with at least one (1) portfolio holder present shall constitute a quorum.
5. Every issue at meetings of the Management Committee shall be decided by a majority of votes.
6. Any member of the Management Committee absenting himself from three (3) consecutively, duly summoned meetings of the Management Committee without satisfactory explanation in writing shall be deemed to have vacated his office.
7. The minutes of the Management Committee meetings shall be recorded and be read and confirmed at subsequent meetings of the Management Committee.

**ARTICLE X – FUNCTIONS AND POWERS OF THE MANAGEMENT COMMITTEE**

1. The Management Committee shall have general control of the business of the Alumni and shall do its best to attain the objects of the Alumni.
2. It shall be responsible for drawing up an Annual Report and Statement of Accounts for its year of office and present these at the Annual General Meeting at the end of its term of office.
3. It shall be responsible for formulating policies consistent with the objects of the Alumni.
4. It shall have powers at any of its meeting to:
  - a. Enact any Bye-Laws necessary to ensure the proper management and administration of the business of the Alumni;
  - b. Approve or refuse admission of applicants to membership of the Alumni;
  - c. Impose such disciplinary action as it thinks fit on any member acting in a manner deemed to be contrary to the objects or detrimental to the interest of the Alumni; and

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- d. Determine the affiliation of the Alumni with other bodies or organizations as provided under Article III (1) (a) (iii).
5. The Management Committee shall have power to:
- a. Employ any part of the funds of the Alumni in the provision and maintenance of a suitable collection of books, reports, statistics, papers and other things of interest to the Alumni;
  - b. Purchase or take lease of, or otherwise acquire, any buildings, offices or rooms for the purpose of the Alumni and to assign, sub-let or surrender the same as circumstances may require;
  - c. Invest all funds not immediately required for the purposes of the Alumni in the name of the Alumni in any investments, with power from time to time to vary such investments, and to place money on deposit with any bankers;
  - d. Employ any part of the funds of the Alumni in the payment of honorarium to lecturers and the foundation or grant of scholarship, prizes and medals in connection with examinations held by any educational bodies; and
  - e. Subject to the provision of the Articles, to enter into such contracts and to do all such acts and things as they think expedient for the purposes of the Alumni.

**ARTICLE XI – DUTIES OF OFFICE-BEARERS**

1. The President or Acting President shall
  - a. Chair all General Meetings and Management Committee Meetings of the Alumni;
  - b. Have the right to call meetings of the Alumni;
  - c. Have the casting vote in Management Committee Meetings;
  - d. Counter-sign all bills passed by the Vice-President – Finance;
  - e. Represent the Alumni in its dealings with outside persons and organizations in accordance with principles and policies as determined by the Management Committee; and
  - f. Exercise general supervision over the management of and be responsible for the proper running of the Alumni.
2. The Honorary General Secretary shall

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- a. Be responsible for the convening of all meetings of the Alumni;
  - b. Record minutes and carry out the instructions of the Annual and Extra-Ordinary General Meetings and the Management Committee Meetings;
  - c. Keep all correspondence and minutes of meetings and record all activities of the Alumni;
  - d. Prepare an Annual Return in accordance with the Societies Act and shall transmit same to the Registrar of Societies by the prescribed date;
  - e. Be responsible for keeping the membership list and for notifying the Registrar of Societies within the prescribed date any alteration of rules, change of office-bearers and change of address of the Alumni registered place of business; and
  - f. Counter-sign all bills in the absence of the President or Acting President.
3. The Vice President – Finance shall
- a. Collect all monies due to the Alumni and shall deposit them in a bank named by the Management Committee;
  - b. Keep all accounts of the income and expenditure of the Alumni and submit a fully audited statement of accounts at the Annual General Meeting;
  - c. Sign all cheques on the Alumni account together with the President or the Honorary General Secretary;
  - d. Submit the books of the Alumni for the inspection of any members of the Management Committee at any time;
  - e. Keep an inventory of all the properties belonging to the Alumni; and
  - f. Be responsible for initiating and assisting in all fund-raising projects.
4. The Vice President – Publication shall
- a. be responsible for the publication of a regular Alumni Newsletter and other publications of interest to the members of the Alumni.
  - b. have the discretion to form an Editorial Board subject to notification and approval by the Management Committee and shall be the Editor-in-Chief of the Editorial Board.

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- c. be responsible for all other publication needs of the Alumni.
5. The Vice President – Social & Recreation shall
  - a. be responsible for organizing social and recreational activities of the Alumni.
  - b. be responsible for the reception of guests of the Alumni.
6. The Vice President – Education and Training shall be responsible for the administration of educational and training projects.
7. The Vice President – Student Liaison shall be responsible be responsible for all liaison matters with AIESEC-Singapore.
8. The Vice President – Public Relations shall be responsible for all matters pertaining to the public relations aspects of the Alumni..
9. The Vice President – International Relations shall be responsible for all liaison matters with other AIESEC Alumnus and international bodies.

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**ARTICLE XII – AUDIT**

1. The Alumni shall at its Annual General Meeting elect, by ballot, two (2) Honorary Auditors, whose duties shall be to audit and certify each year's account of the Alumni. They shall not be members of the Management Committee.
2. The Honorary Auditors' report shall be presented to the Annual General Meeting.
3. Honorary Auditors shall not be eligible for re-election for a second consecutive term.
4. The Vice - President Finance and/or person(s) handling the finance of the Alumni shall not be eligible for election as Honorary Auditors in the term of office immediately after his retirement.

**ARTICLE XIII – ANNUAL GENERAL MEETINGS**

1. The Annual General Meeting shall be held in July each year.
2. A notice of the Annual General Meeting and the agenda thereof shall be served seven (7) clear days beforehand.
3. At the Annual General Meeting, 25% of the total number of members shall form the quorum. After the lapse of half an hour from the time appointed for the meeting a quorum is deemed formed if ten (10) ordinary members with at least two (2) Management Committee members are present. However, they shall have no power to alter, amend or make addition to the Constitution. If not, the meeting shall be adjourned to another convenient date within one (1) month.
4. If at the adjourned meeting, a quorum is not present at the time fixed for the meeting, the members present shall have the power to proceed with the business of the meeting but they shall have no power to alter, amend or make additions to the Constitution.
5. The business of the Annual General Meeting shall be:
  - a. To receive and adopt the minutes of the previous Annual General Meeting together with the minutes of all Extra-Ordinary General Meetings, which may have been convened subsequent to previous General Meeting;
  - b. To receive and adopt the Annual Report of the President for the current session;
  - c. To receive and adopt the Vice President – Finance's report and the audited statement of accounts and Balance Sheet of the Alumni;

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- d. To elect the officials of the Alumni; and
- e. To conduct any other business as may be deemed suitable.

#### ARTICLE XIV – EXTRA-ORDINARY GENERAL MEETINGS

1. An Extra-Ordinary General Meeting shall be convened
  - a. Whenever the Management Committee shall deem it desirable; or
  - b. At the request in writing of not less than 30% of the total number of members whose subscription are fully paid up stating the objects and reasons for such meeting.
2. An Extra-Ordinary General Meeting requested by members shall be convened by the Honorary General Secretary for a date within twenty-one (21) days of the receipt of such request.
3. Notice and agenda for an Extra-Ordinary General Meeting shall be forwarded by the Honorary General Secretary to all members at least three (3) days before the date fixed for the meeting.
4. Rules governing quorum and postponement of the Annual General Meeting shall apply also to the Extra-Ordinary General Meeting subject to the following provision:
  - a. That if after half an hour from the time appointed for an adjourned Extra-Ordinary General Meeting no quorum is present the meeting shall be dissolved and no Extra-Ordinary General Meeting shall be requested for the same purpose until after the lapse of at least six (6) months from the date thereof.
5. No business, except that which has been duly notified, may be transacted at an Extra-Ordinary General Meeting.

#### ARTICLE XV – VOTING PROCEDURE AT GENERAL MEETINGS

1. Voting for election to the Management Committee and for purpose of amendments to the Constitution shall be by secret ballot. Voting on all other matters shall be by a show of hands.
2. A resolution shall be determined by a simple majority of votes.

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#### ARTICLE XVI – AMENDMENTS TO CONSTITUTION

1. This Constitution may be amended by a two-third (2/3) majority vote cast by any General Meeting provided that a written notice of the proposed action has been sent to each member by the Honorary General Secretary at least fourteen (14) days prior thereof. Such amendments shall not become effective without the prior approval of the Registrar of Societies.

#### ARTICLE XVII – INTERPRETATION

1. In the event of any question or matter arising out of any point, which is not expressly provided for in the Constitution, the Management Committee shall have the power to use their own discretion.

#### ARTICLE XVIII – DISSOLUTION

1. The Alumni shall not be dissolved, except with the consent of not less than 60% of its members present and voting at a General Meeting.
2. Notice of any proposal to dissolve the Alumni shall be given to all members not less than one month before the date fixed for the meeting.
3. In the event of the Alumni being dissolved as provided, all debts and liabilities legally incurred on behalf of the Alumni shall be fully discharged and the remaining funds shall be dealt with in such manner as may be decided at such General Meeting.
4. The Registrar of Societies shall be informed within 7 days of such dissolution by the President of the meeting at which the Alumni is dissolved.

#### ARTICLE XIX – PROHIBITIONS

1. Gambling of any kind such as the playing of parkow or mahjong whether for stakes or not, is forbidden on the Alumni's premises. The introduction of materials for gambling or opium smoking and of bad characters into premises is prohibited.
2. The funds of the Alumni shall not be used to pay the fines of members who have been convicted in Court nor shall they be used for donations, presents or any other purposes in connection with any political parties or trade unions or for any purposes, which are not for the furtherance of the objects of the Alumni.
3. The Alumni shall not attempt to restrict or in any other manner interfere with written law relating to Trade Unions for the time being in force in Singapore.

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4. The Alumni shall not hold any lottery, whether confined to its members or not, in the name of the Alumni or office bearers, committee members or members.
5. The Alumni will not be indulged in any political activity or allow its funds and / or premises to be used for political purposes.

ARTICLE XX – STATEMENTS

1. Public statements including circulars, letters, press release, pamphlets etc. must first have the approval of the committee before their release.

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