

CONSTITUTION OF WATERWAYS WATCH SOCIETY

NAME

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

PLACE OF BUSINESS

- 2 Its place of business shall be at “4876 Beach Road, Singapore 199587” 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 objects, 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 of Singapore 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 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, subjected to all members 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 should submit their 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 made available 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 shall be held within six months from the close of the 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 anytime by 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 circulating the agenda through email or other electronic modes.
- 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 made available to the members 4 days in advance of the meeting through email or other electronic modes.
- 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.
- 7.8 Any member who wishes to place an item on the agenda of a General Meeting may do so provided they 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 the 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 will be 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. The term of office of the Committee is 2 years.

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 shall 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 ½ of the Committee Members must be present for its proceedings to be valid.
- 8.5 Any member of the Committee absenting themselves from three 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 two weeks of the 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 authorise the expenditure of a sum of **\$60 000** for running expenditure per month and a sum of **S\$40 000** for capital expenditure. **Payments made** by the Society will need to be approved 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 Committee members and/or Trainers.
- 8.10 Committee nominees refer to sub-committees, 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, provided that the by-laws do not contradict this Constitution. Any by-law adopted is to be circulated to all members.

- 8.12 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 their interest before the discussion on the matter begins.
- b) The member concerned should not participate in the discussion or vote on the matter, and should also offer to withdraw from the meeting and the Committee shall decide if this should be accepted.
This is to ensure that proper procedures are in place to declare, prevent and address conflict of interest issues by the members of the Committee.

DUTIES OF OFFICE-BEARERS

- 9.1 The President shall chair all General and Committee meetings. They shall also represent the Society in its dealings with outside persons.
- 9.2 The Vice-President shall assist the President and deputise for them in his absence.
- 9.3 The Secretary shall keep all records, except financial, of the Society and shall be responsible for their correctness. They will keep minutes of all General and Committee meetings. They shall maintain an up-to-date Register of Members at all times.
- 9.4 The Assistant Secretary shall assist the Secretary and deputise for them 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. **They are** authorised to expend up to S\$500 per month for petty expenses on behalf of the Society. **They** 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. The authorised signatories to sign cheques, etc. and make withdrawals from the bank are:
- One from Group A and One from Group B
- Group A: President, Vice-President; Chief Executive Officer (CEO);
- Group B: Treasurer, Assistant Treasurer
- 9.6 The Assistant Treasurer shall assist the Treasurer and deputise for them in their 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 effect 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 vacated:
- a If the trustee dies or becomes a lunatic or of unsound mind.
 - b If they are absent from the Republic of Singapore for a period of more than one year.
 - c If they are guilty of misconduct of such a kind as to render it undesirable that they continue as a trustee.
 - d If they submits notice of resignation from their trusteeship.
- 11.4 Notice of any proposal to remove a trustee from their trusteeship or to appoint a new trustee to fill a vacancy shall be circulated to the members via email or other electronic modes 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 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.

PROHIBITIONS

- 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 the 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 activity or allow its funds 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 the 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 an Extraordinary General Meeting in accordance with this Constitution. Should the members fail to resolve the matter, they shall be referred to mediation. In the event that the dispute remains unresolved at the conclusion of the mediation, we will 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 charitable organization(s) or Institution(s) of a Public Character, when the Society is an Institution of a Public Character, as the case may be, 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.