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1. NAME

The Association shall be known as the HANDICAPS WELFARE ASSOCIATION (hereinafter referred to as the Association).

2. ADDRESS

The place of business of the Association shall be located at 16 Whampoa Drive, Singapore 327725 or at any other places as may be decided by the Association, subject to the approval of the Registrar of Societies.

3. OBJECTS

The object of the Association is to encourage and foster the ideal of self-help and mutual assistance among people with disabilities and in particular:

- i. To provide an organization to foster friendship, understanding and mutual assistance among people with disabilities.
- ii. To promote the welfare, education, training, rehabilitation and the general interests of its members, thereby integrating them into mainstream society.
- iii. To seek employment, scholarships, awards, grants, exchange programmes and similar benefits for Life/Ordinary Members.
- iv. To procure special benefits and concessions for people with disabilities to better their conditions.
- v. To raise funds from the general public and to accept gifts or bequests from any person, body or organisation for the benefit of Life/Ordinary Members and in furtherance of the objects of the Association
- vi. To create among the community and government an awareness of the special needs of people with disabilities and solicit their co-operation and assistance for people with disabilities.

4. DEFINITION OF HANDICAPPED

“Handicap is defined as a disadvantage for a given individual resulting from an impairment or disability, that limits or prevents the fulfillment of a role that is normal, depending on age, sex, and social and cultural factors for the individual.”

5. MEMBERSHIP

There shall be the following categories of membership:

i. Ordinary Membership

Ordinary Membership shall be open to persons with physical disabilities and who are Singapore citizens within 16 to 60 years old at the time of application.

ii. Life Membership

Conversion to Life Membership shall be open to Ordinary Members with at least 5 continuous years of membership. Conversion is based on application and is subject to approval by the Executive Committee and upon payment of \$100/- (one-time payment only) as membership fee.

iii. Associate Membership

Associate Membership shall be open to all other persons with physical disabilities within 16 to 60 years old at the time of application and who are not Singapore citizens.

iv. Honorary Membership

Honorary Membership shall be open to those who have rendered special services to the Association and shall be admitted at an Annual General Meeting on the recommendation of the Executive Committee, with the approval of members.

v. Patrons

The Association may invite such persons, as it desires to so honour to be Patrons of the Association. Such Patrons shall be elected at an Annual General Meeting on the recommendation of the Executive Committee

vi. Founder Membership

Founder Membership is restricted to all handicapped persons who have agreed to form this Association and to this Constitution at the date of registration. Names of Founder Members shall be listed in Appendix A attached hereto. Names of Founder Members shall not be deleted from Appendix A. All Founder Members shall be subject to the Constitution as Life/Ordinary Members.

vii. Corporate Membership

Corporate Membership shall be open to all bodies, firms, businesses or organizations interested in the welfare and general interests of people with disabilities.

viii. Advisors

The Association may invite individuals or representatives of corporations to be Advisors of the Association for a specified period to give advice and recommendations on specific or general issues in relation to or affecting the Association.

6. ADMISSION TO MEMBERS

- i. Any individual/corporation who qualifies for membership of the Association shall make an application to the Honorary Secretary in accordance

with such procedures as may be laid down by the Executive Committee.

- ii. Applicants for membership shall be proposed and seconded by Life/Ordinary Members whose subscriptions are fully paid.

- iii. On an application being approved for membership by the Executive Committee, payment of subscriptions shall constitute admission to membership.

7. SUBSCRIPTIONS AND OTHER DUES

i. Entrance Fees : Entrance fees will be charged as follows:

- \$5 for Ordinary Members
- \$10 for Associate Members
- \$50 for Corporate Members

Entrance fees are payable within eight weeks of approval of admission of membership. Failure to do so may be deemed to be a withdrawal of application for membership.

ii. Subscriptions

Ordinary Members – annual subscription is \$5.

Associate Members – annual subscription is \$10.

Corporate Members –one-time subscription is \$100.

iii. Payment of Subscriptions

All annual subscriptions (except the first subscription) shall be due on the first day of January for each year.

iv. Arrears

When a member falls into arrears of subscriptions or other dues, the Honorary Secretary shall notify the member of the arrears. Rights and privileges of a member in arrears may be suspended by the Executive

Committee until such arrears are paid in full. If a member continues to default with payments for more than six months after notification of arrears, such a member shall automatically cease to be a member.

v. Other Dues

Contribution for any specific purpose may be solicited from members with the approval and discretion of the Executive Committee or as sanctioned by members at an Annual General Meeting.

vi. Waiver of Subscriptions

The Committee may at its discretion waive or vary the subscriptions of any member on compassionate grounds for a period no longer than twelve months. Honorary Members and Patrons are exempted from the payment of any fees.

8. RIGHTS AND PRIVILEGES OF MEMBERS

- i. All members of the Association shall be entitled to attend all General Meetings of the Association. All Members shall receive all notifications and circulars concerning the affairs of the Association.
- ii. All members who are Life/Ordinary Members shall be entitled to one vote at all General Meetings and to stand for election to the Executive Committee.
- iii. All Associate & Honorary Members shall be entitled to attend all general meetings normally open to Life/Ordinary Members. All Corporate Members shall be entitled to send only one representative to attend all meetings normally open to Life/Ordinary Members. Such members shall have no power to vote or stand for election to the Executive Committee.

9. CESSATION OF MEMBERSHIP

Membership of the Association may be discontinued either through the following:

i. Resignation

Notice of resignation shall be given to the Honorary Secretary in writing and the member remains liable for all arrears due to the date of resignation.

ii. Non-payment

Non-payment of subscriptions and other dues as provided for in Rule 7(iv)

iii. Disciplinary action

Disciplinary action as provided for under Rule 11(ix).

10. MANAGEMENT

- i. The Management of the Association shall be vested in an Executive Committee (hereinafter referred to as the Committee) consisting of the following:

- President
- Vice-President
- Honorary Secretary
- Honorary Assistant Secretary
- Honorary Treasurer
- Honorary Assistant Treasurer
- Six Committee Members

- ii. The President of the Association must have or had served in the Committee for at least two years and must have previously served in any of the key positions in the Committee.

- iii. The Committee shall be elected at each alternate Annual General Meeting and they shall hold office for a term of 2 years.
- iv. In addition to the twelve elected members, the Committee may co-opt up to two Life/Ordinary Members to serve in the Committee. Such members shall have no voting rights.
- v. Should there be a vacant position in the key position, the position shall be filled by members from the Committee.
- vi. Any changes in the Committee shall be notified to the Registrar of Societies (ROS) and Commissioner of Charities (COC) within 2 weeks of changes.

11. POWER AND FUNCTIONS OF THE COMMITTEE

The Committee shall have the following powers and functions:

- i. To decide in all matters in the management and working of the Association.
- ii. To promote and carry out all activities of the Association in accordance with and in furtherance of the objects of the Association.
- iii. To carry on any trade or business, whether by arrangement with other persons or by itself, for the purpose of providing facilities for the training of or employment for its members and provided nothing is done solely for profit or commercial reasons.
- iv. To appoint committees and sub-committees for special purposes as it considers necessary for the proper management and administration or in furtherance of the objects of the Association.

- v. To co-opt or invite the attendance of any person, whether a member or not, to attend any of its meetings but such a person shall have no right to vote.
- vi. To employ such staff as may be necessary for the Association.
- vii. To fill any vacancy arising in the Committee until the next Annual General Meeting including that of Trustees, Auditors, President and Vice-President, by a resolution of the Committee at any Committee Meeting.
- viii. To be the sole authority for the interpretation of the Constitution of the Association, and in matters where the Constitution of the Association is silent, the decision of the Committee shall be final.
- ix. To impose such disciplinary action as the Committee thinks fit on any member acting in a manner prejudicial or detrimental to the interest of the Association, such action must include an opportunity for the member to be heard; an aggrieved member may appeal to the Annual General Meeting following next after such action has been taken. The decision of members at the Annual General Meeting shall be final. Such disciplinary action as imposed by the Committee shall include where appropriate the suspension of a member from membership in the Association for a minimum period of three years or a term to be decided by the Committee.
- x. To approve or refuse admission of applicants to the Association.
- xi. To recommend the appointment of Honorary Members or Patrons.
- xii. To authorize the expenditure of a sum not exceeding \$200,000 per month from the Association's funds for the Association's purpose.

12. DUTIES OF OFFICE-BEARERS

The Office-Bearers of the Association shall carry out the following duties and functions:

i. **Presidents**

The President shall preside at all General and Committee meetings of the Association. He and another member shall represent the Association in its dealing with outside persons or bodies.

ii. **Vice-President**

The Vice-President shall assist the President in his duties and deputise for him in his absence.

iii. **Honorary Secretary**

The Honorary Secretary shall maintain and be responsible for the correctness of a Register of Members. He shall be responsible for keeping all records and minutes of all General and Committee meetings. He shall be responsible for calling all meetings of the Association as directed by the President or Executive Committee. He shall carry out all duties entrusted to him by the President or Executive Committee. He shall prepare an Annual Report of the Association.

iv. **Honorary Assistant Secretary**

The Honorary Assistant Secretary shall assist the Honorary Secretary in his duties and deputise for him in his absence.

v. **Honorary Treasurer**

The Honorary Treasurer shall be responsible for the collection of all monies on behalf of the Association, disbursements and the safeguarding of all funds under the direction of the Committee of the Association. He

shall keep an accurate record of all transactions and prepare an annual financial statement and present it to the auditors for audit. He may keep up to \$1,000 for petty expenses. All other sums of money shall be deposited in the name of the Association in a bank or financial institution appointed by the Committee. All cheques and withdrawal of monies from any bank or other financial institutions shall be signed always by three persons, namely, the President, the Honorary Secretary and the Honorary Treasurer. In the event of the absence of any of them, the Vice-President, the Honorary Assistant Secretary or the Honorary Assistant Treasurer shall act as alternate.

vi. **Honorary Assistant Treasurer**

The Honorary Assistant Treasurer shall assist the Honorary Treasurer in his duties and deputise for him in his absence.

vii. **Committee Members**

All Committee Members shall attend all meetings of the Committee and General Meetings, and generally participate and assist in the management, administration, the promotion and activities of the Association.

viii. Any member of the Committee absenting himself from three meetings of the Committee consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee, and a successor may be co-opted by the Committee in accordance with Rule 11(vii).

ix. Auditors

A firm of Certified Public Accountant shall be appointed as Auditors at each Annual General Meeting for a term of 1 year and shall be eligible for re-appointment.

x. Trustees

If the Association at any time acquires any immovable property, such property shall be vested in Trustees, subject to the declaration of Trust. Trustees shall be appointed at an Annual General Meeting and shall not be greater than five or less than two. They shall hold office until the next Annual General Meeting at which they shall automatically retire but shall be eligible for re-election. Any trustee may resign from his office at any time, or his office may be terminated by the Committee in the interest of the Association and such vacancies shall be filled in accordance with Rule 11(vii). The Commissioner of Charities and the Registrar of Societies must be notified of any removal of a trustee or appointment of a new trustee to fill a vacancy. The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies and the Commissioner of Charities.

13. MEETING OF THE COMMITTEE

- i. The business year of the Association shall be from 1st April to 31st March of each calendar year and all reports and financial statements shall be made up to cover this period.
- ii. The Committee shall meet at least once every month at the office of the Association or at any such place as the Committee may decide from time to time.
- iii. Any five members of the Committee shall have the right to convene a meeting of the Committee by giving notice

in writing to all members of the Committee not less than seven clear days excluding Sundays and Public Holidays before the proposed date of the meeting. The Agenda shall accompany the notice of meeting.

- iv. Notice of all meetings of the Committee with any Agenda attached thereto, shall be sent to each Committee Member at least seven clear days before the date of the meeting.
- v. The quorum for a meeting of the Committee shall not be less than one-half of the members of the Committee. Each Committee member shall be entitled to one vote. Decisions shall be carried out by a simple majority of vote. In event of there being an equality of votes, the motion shall be lost.
- vi. Any member of the Committee may resign from the Committee by sending in his resignation in writing to the President or the Secretary of the Committee.

14. ANNUAL GENERAL MEETINGS

- i. The Annual General Meeting of the Association shall be held not later than the 30th of June in each calendar year. The business to be transacted at the Annual General Meeting shall include the following:
 - (a) To receive and if approved to adopt the Annual Report and Financial Statement for the preceding year.
 - (b) To elect the Committee where applicable.
 - (c) To consider the recommendations of the outgoing Committee on Honorary Members or Patrons.
 - (d) To appoint Auditors and Trustees.
 - (e) To transact any other business.Matters to be raised under this item of the agenda require twenty-one days' notice in writing to the Honorary Secretary before the date fixed for the Annual General Meeting. All matters must be duly proposed and seconded in writing.

- ii. The Annual General Meeting shall be held at place, time and date to be determined by the Executive Committee and notified by the Secretary in writing to members not less than one calendar month before the date fixed for the Annual General Meeting. Not less than fourteen days before the date fixed for the Annual General Meeting, the Secretary shall notify all members in writing of the business to be transacted at the meeting.
- iii. Nominations for election to the Committee must be received at least seven working days before the date of the Annual General Meeting. Each Life/Ordinary Member to be nominated for election must be proposed and seconded by another Life/Ordinary Member and the nominee must give his consent in writing at the time of nomination to serve on the Committee, if elected. All such members must have their subscriptions fully paid up.
- iv. No member may stand for election unless he has been a Life/Ordinary Member of the Association for at least one calendar year. A Life/Ordinary Member standing for election to the Committee shall be physically present during the election, unless his absence can be justified on medical grounds with appropriate documentary evidence, failing which his election would be deemed invalid. Such evidence may be submitted, in the event of an emergency situation, subsequent to the election. An absence from the election, on account of the bereavement of the next-of-kin, shall not nullify a member's election to the Committee.
- v. The quorum at any Annual General Meeting shall be one-eight or 200, whichever is the lower of the Life/Ordinary Members. If a quorum is not available, the meeting shall be adjourned for thirty minutes after which the business of the meeting shall be carried out irrespective of a quorum.

- vi. The key position of either President or Honorary Secretary cannot be held by any one person for more than two consecutive terms. The key position of Honorary Treasurer cannot be held by any one person for more than one term.
- vii. Any member who falls under any one or more of the following categories shall not be eligible to stand for election to the Executive Committee:
 - (a) Being certified or otherwise adjudged to be of unsound mind or insane.
 - (b) Being convicted of a criminal offence.
 - (c) Being adjudged a bankrupt.
- In the event that such a member comes to light after being elected to the Executive Committee, then he/she shall immediately be disqualified from continuing to hold such office.
- viii. Any member (or immediate family members) who is an employee/staff (either full-time, part-time or freelance) or who has business dealings, transactions or vested interest with the Association shall not hold any office or to be elected or appointed as a member of the Executive Committee.

15. EXTRAORDINARY GENERAL MEETING

- i. The Committee may convene an Extraordinary General Meeting of members at its discretion. The Secretary must also convene a meeting of the Committee within seven days if required to do so in writing by eight members of the Committee to discuss the convening of an Extraordinary General Meeting.
- ii. An Extraordinary General Meeting shall also be convened by the Secretary on the signed requisition of one-quarter of the total Life/Ordinary Membership of the Association, stating the purpose of the meeting. Such meetings shall be held within fourteen days of receiving such requisition. An Extraordinary General Meeting for the purpose of

amending the Constitution shall be held within twenty-one days of receiving such a requisition.

iii. Notice of Extraordinary General Meeting, together with business to be discussed and decided at such meeting, shall be given to all members in writing within seven clear days before the date fixed for the meeting. If the purpose of the meeting is to consider an amendment to the Constitution fourteen days clear notice is to be given.

iv. No business other than that which has been duly notified shall be transacted at an Extraordinary General Meeting.

v. For an Extraordinary General Meeting called by the Committee, in the event of the lack of quorum of one-eight or 200, whichever is the lower of the Life/Ordinary Members, the meeting shall be adjourned for thirty minutes, after which the business of the meeting shall be carried out by the members present. For an Extraordinary General Meeting called on the requisition of members, in the event of lack of a quorum of one-eight or 200, whichever is the lower of the Life/Ordinary Members, the meeting shall be dissolved.

16. PROHIBITIONS

- i. Gambling of any kind is strictly prohibited.
- ii. The funds of the Association shall not be used to pay personal fines of members who have been convicted in Court, unless the offence committed is a collective responsibility of the Association.
- iii. The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- iv. The Association shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any Trade Union activity as defined in the Trade Union Ordinance.

- v. The Association 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.

17. DISSOLUTION

- i. The Association shall not be dissolved except with the consent of not less than three-fifth of the Life/Ordinary members of the Association for the time being resident in Singapore expressed, in person or by proxy at a general meeting convened for such purposes or by postal or e-voting. Postal and e-voting shall constitute part of the quorum. Funds and property after dissolution will be distributed to a single institution or institutions of a public character with similar objectives which is/are registered under the Charities Act Chapter 37 and approved by not less than three-fifth of the Life/Ordinary member of the Association present in person or by proxy at the General Meeting or a general meeting convened for such purpose or by postal or e-voting. Notice of dissolution shall be given to the Registrar of Societies and the Commissioner of Charities within seven days of dissolution.

18. GENERAL

- i. Voting by proxy or postal or e-voting shall be permitted at all General Meetings for all matters except for election to the Committee. Each Life/Ordinary member shall be permitted to vote by proxy for not more than two persons. Voting for election to the Committee shall be secret. Voting on all other matters may be by a show of hands.
- ii. No alteration to this Constitution shall be made except with a quorum for which postal or e-voting shall be permitted. Postal and e-voting shall constitute part of the quorum. Where future amendments to the Constitution of the Association is required to satisfy statutory bodies or Government departments requirements, the matters arising

shall be dealt with by the Committee and submitted to the Registrar of Societies and the Commissioner of Charities for his approval and incorporation into the Constitution of the Association. All Life/Ordinary Members will be duly notified of the amendments. Voting by proxy will not be allowed. Such amendments shall not come into force until approved by the Registrar of Societies and the Commissioner of Charities.

- iii. All members shall notify the Secretary of any change of address. Otherwise, all communications to the last known address shall be deemed to have been communicated properly.

FOUNDER MEMBERS

1. Miss Joyce Chan
2. Mr Joseph Chia Teck Seng
3. Mr David Chia Tin Ho
4. Mr Anthony Robert George D`Rose (Deceased)
5. Mr Andrew Hee (Deceased)
6. Mr Matthew Ho Ah Tee
7. Miss Koh Ai Moi
8. Mr Koh Ban Soon (Deceased)
9. Mr Nelson Lam
10. Miss Mary Lam (Deceased)
11. Miss Herminie Liang
12. Mr Lim Hood Toh
13. Mr Sebestian Lim Moh Hoa
14. Miss Rose Lim Swee Kee
15. Miss Peggy Moh Kwai Song
16. Mr Benedict Ng Seng Wah
17. Mr A Palanisamy
18. Miss Julie Pang Kim Eng
19. Miss Lily Png
20. Miss Daisy Tay Gek Thin
21. Mr Tan Hiok Yioh
22. Miss Ruth Tan Kin Moey
23. Mr Stephen Yeo Beng Hua