

**CONSTITUTION OF
COMHALTAS CULTURE OF IRELAND, SINGAPORE**

NAME

1.1 This Society shall be known as the “Comhaltas Culture of Ireland, Singapore”, hereinafter referred to as the “Society”.

PLACE OF BUSINESS

2.1 Its place of business shall be at “13 Greenwood Crescent, The Greenwood, Singapore 286979” 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:

- a) To promote Irish traditional music in all its forms;
- b) To promote Irish traditional dancing;
- c) To promote and foster traditional singing in both Irish and English;
- d) To create a closer bond among all lovers of Irish music;
- e) To co-operate with other organisations working for the restoration of Irish culture;

(together and individually “Irish Culture”)
- f) To support Singapore-based organisations having some connection with Irish Culture; and

- g) To support the aims and objectives of Comhaltas Ceoltóirí Éireann (in English “the Society of the Musicians of Ireland”) including payment of a proportionate part of the Society’s membership fees to the Society of the Musicians of Ireland and to abide by its rules and constitution so far as doing so is lawful under the laws of the Republic of Singapore.

3.2 In furtherance of the above objects, the Society may:

- a) levy membership fees on members;
- b) put on events (whether at cost to members or members of the public or not);
- c) raise and hold funds; and
- d) conclude any and all agreements reasonably necessary for the purposes of doing so.

MEMBERSHIP QUALIFICATION AND RIGHTS

4.1 Membership is open to individuals who:

- a) are ordinarily resident in Singapore;
- b) have an interest in the Irish Culture;
- c) are between four (4) and fifteen (15) years of age on 1 January in any membership year, in the case of junior members (“Junior Members”) (and for the avoidance of doubt individuals below the age of four (4) shall not be entitled to be members);
- d) are fifteen (15) years of age or above on 1 January in any membership year (“Senior Members”); and
- e) in the case of Senior Members only, agree to abide by the Constitution of the Society.

4.2 Persons who are below eighteen (18) years of age shall not be accepted as members without the written consent of their parent or guardian.

4.3 In this Constitution, the term “Senior Office” shall mean any one of the offices of President, Vice-President, Secretary, Treasurer and Public Relations Officer.

4.4 Only members who are:

- a) twenty-one (21) years of age and above in any membership year shall have the right to vote at General Meetings; and
- b) twenty-one (21) years of age and above in any membership year shall have the right to hold Senior Office.

APPLICATION FOR MEMBERSHIP AND EXPULSION OF MEMBERS

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

5.2 The Committee will decide on the application for membership and shall have the right to grant or to refuse membership to any person seeking it.

5.3 A copy of the Constitution shall be made available in electronic format to every approved member upon payment of the annual membership fee.

5.4 The Committee may expel any of the Society’s members for conduct which is deemed to be contrary to the aims and objectives of the Society or the Society of the Musicians of Ireland and likely to bring either or both into disrepute, provided always that an opportunity be afforded to the member(s) in question to answer the allegations and that member(s) be duly notified in writing of the findings of such investigation. An aggrieved member(s) shall have a right to appeal to a court of law in Singapore for settlement.

MEMBERSHIP FEES AND OTHER DUES

6.1 Subject to alteration by the General Meeting as set out in this Constitution, annual membership fees of the following amounts are payable:

- a) \$50 for a Senior Member;
- b) \$20 for a Junior Member;
- c) \$100 for a group of up to six (6) persons living together as a family (regardless of their relation to each other but provided that no more than two (2) of those persons are above the age of twenty (20)) (a "Family Membership");

and all such fees are payable within two (2) weeks of approval of membership, in default of which membership may be cancelled by order of the Committee.

6.2 Annual membership fees are payable in advance by 1 October in each financial year and shall be payable in full by members joining after that date in any given year. If a member falls into arrears with his/her membership fees or other dues, he/she shall be informed as soon as reasonably practicable of that fact by the Treasurer. If he/she fails to settle his/her arrears within two (2) weeks of their becoming due, the President may order that he/she be denied the privileges of membership until he/she settles his/her account. If he/she fails to settle his/her arrears for more than three (3) months, he/she will automatically cease to be a member and the Committee may take legal action against him/her provided that they are satisfied that he/she has received due notice of his/her debts. The provisions of this article shall read with appropriate modifications in the case of Family Membership.

6.3 Any additional fund required for special purposes outside of the objects set forth in this Constitution may only be raised from members with the consent of the General Meeting of the members.

6.4 The income and property of the Society whensoever derived shall be applied towards the promotion of the objects of the Society as set forth 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 Society or to any of them or to any person claiming through any of them.

6.5 The General Meeting shall have power to determine the amount payable and frequency of membership fees on recommendation from the Committee from time to time.

SUPREME AUTHORITY AND GENERAL MEETINGS

7.1 The supreme authority of the Society is vested in a General Meeting of the members and Quarterly General Meetings shall be held once per quarter.

7.2 An Annual General Meeting shall be held by no later than the 31st day of October in respect of matters arising during the preceding 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 thirty (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 two (2) months from receiving this request to convene the Extraordinary General Meeting.

7.4 If the Committee does not within two (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 ten (10) days' notice to voting members setting forth the business to be transacted and simultaneously making the agenda available to voting members whether electronically or otherwise.

7.5 At least two (2) weeks' notice shall be given of an Annual General Meeting and at least ten (10) days' notice of a Quarterly General Meeting or 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 made available to voting members at least four (4) days in advance of the meeting.

7.6 Voting

a) by proxy or

- b) by submission of written votes in respect of matters to be determined at a General Meeting,

in either case signed by a voting member and in such forms as may be prescribed by the Committee from time to time is allowed at all General Meetings save in respect of election matters as detailed in Article 8 below.

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;
- c) membership fees for the following financial year;
- d) any item placed on the agenda of a General Meeting by any member in accordance with the provisions of this Constitution; and
- e) such other items as have been set out in the agenda.

7.8 Any member who wishes to place an item on the agenda of a General Meeting may do so provided he/she gives written notice to the Secretary one (1) week before the meeting is due to be held.

7.9 At least 25% of the total voting membership or thirty (30) voting members, whichever is the lesser, present at a General Meeting personally or by electronic means shall form a quorum. A proxy shall only be constituted as part of the quorum if a member appoints the Chairman as his/her proxy for that meeting.

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 part of the existing Constitution.

7.11 A General Meeting may be convened, held or conducted in whole or in part by electronic means. "Electronic means" means electronic communication, video conferencing, tele-conferencing or other electronic means.

MANAGEMENT AND COMMITTEE

8.1 The administration of the Society shall be entrusted to a Committee consisting of a maximum of thirteen (13) Committee Members to be elected at alternate Annual General Meeting:

A President

A Vice-President

A Secretary

A Treasurer

A Public Relations Officer

Maximum of eight (8) Ordinary Committee Members

8.2 Names for the above offices shall be proposed and seconded at the Annual General Meeting and election will follow by way of secret ballot.

8.3 Only those attending the Annual General Meeting in person shall be entitled to vote in elections and for the avoidance of doubt voting members shall not be entitled to vote in elections by way of written or proxy vote.

8.4 All office-bearers may be re-elected to the same or related post for a specific consecutive term of office provided they have attended at least 50% of the meetings which they are required to attend (and not less than three (3) such meetings in the case of officers who are new members).

8.5 The term of office of the Committee is two (2) years. An office of the Committee may only be held by the same individual for a maximum of two (2) consecutive terms.

8.6

- a) If one nominee for office fails to receive an absolute majority on the first count, the lowest placed candidate shall be eliminated, and a further count taken, and the process continued until one (1) candidate receives an absolute majority; but
- b) if there is a tie between candidates for the same office, 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) withdraw in favour of one of the other contesting candidates.

8.7 In the event of the position of Auditor or any of the Senior Offices becoming vacant for any reason, other than sickness, more than three (3) months before the expiry of the term for which that officer was elected, an Extraordinary General Meeting shall be called within twenty-eight (28) days from and including the date on which the office became vacant, for the purpose of electing one of the members to the vacant position but in cases of vacancy of Auditor or Senior Office less than three (3) months before expiry of the term for which that officer was elected or in the case of Ordinary Committee members, the Committee shall have power to appoint a successor until the next Annual General Meeting.

8.8 An office may be vacated by death, resignation in writing, deemed failure of the officer in question to carry out his/her duties through neglect, or failure of an officer to attend three (3) consecutive meetings without just cause.

8.9 A Committee Meeting shall be held at least once every month after giving seven (7) days' notice to Committee Members. The President may call a Committee Meeting at any time by giving five (5) days' notice. A majority of the Committee Members must be present personally or by electronic means for its proceedings to be valid. Decisions shall be made on the basis of a show of hands. In the event of an equal number of votes in favour and against a decision, the President shall have a casting vote.

8.10 A Committee Meeting may be convened, held or conducted in whole or in part by electronic means. "Electronic means" means electronic communication, video conferencing, tele-conferencing or other electronic means.

8.11 Any changes in the Committee shall be notified to the Registrar of Societies within two (2) weeks of the change.

8.12 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 shall always remain subordinate to the General Meetings.

8.13 The Committee has power to authorise the expenditure of a sum not exceeding \$50,000 from the Society's funds for the Society's purposes.

DUTIES OF OFFICE-BEARERS

9.1 The President shall chair all General and Committee meetings. He/she shall represent the Society (and may nominate a suitable Committee member to represent the Society) in its dealings with outside persons.

9.2 The Vice-President shall assist the President and deputise for him/her in his/her absence.

9.3 The Secretary shall keep all records, except financial, of the Society 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.

9.4 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/she is authorised to expend up to \$1,000 per month for petty expenses on behalf of the Society. He/she will not keep more than \$500 in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee. Cheques or electronic transactions for withdrawals or payments from the bank will be signed or authorised by the Treasurer and either the President or the Secretary.

9.5 Chattels, such as perpetual trophies, musical instruments, tape recorders, securities, banners etc., acquired by the Society shall be valued and shown as assets in the Society's accounts. The insurance and safe custody of these chattels shall be the responsibility of the President, Vice-President, Secretary and Treasurer.

9.6 The Public Relations Officer shall keep members informed about activities of the Committee and promote good communication between the Committee and Members.

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 Two (2) voting members, not being members of the Committee, shall be elected by the Committee as Auditors at each Annual General Meeting and will hold office for a term of one (1) year only and shall not be re-elected for a consecutive term. The accounts of the Society shall be audited by a firm of Public Accountants and Chartered Accountants if the gross income or expenditure of the Society exceeds \$500,000 in that financial year, in accordance with Section 4 of the Societies Regulations.

10.2 The Auditors:

- 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 1 September to 31 August.

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 four (4) and not less than two (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 he/she is absent from the Republic of Singapore for a period of more than one (1) year.
- c) If he/she is guilty of misconduct of such a kind as to render it undesirable that he/she continues as a trustee.
- d) If he/she submits notice of resignation from his/her trusteeship.

11.4 Notice of any proposal to remove a trustee from his/her trusteeship or to appoint a new trustee to fill a vacancy must be given by making it available to voting members whether electronically or otherwise least two (2) weeks before the General Meeting at which the proposal is to be discussed.

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 The funds of the Society shall not be used to pay the fines of members who have been convicted in court of law.

13.2 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.

13.3 The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

13.4 The Society 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, where necessary.

AMENDMENTS TO CONSTITUTION

14.1 The Society shall not amend its Constitution without the prior approval in writing of the Registrar of Societies. 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.

INTERPRETATION

15.1 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 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

16.1 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.

DISSOLUTION

17.1 The Society shall not be dissolved, except with the consent of not less than three-fifths (3/5) of the total voting membership of the Society for the time being resident in Singapore expressed, either in person, by proxy or by written vote, at a General Meeting convened for the purpose.

17.2 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 disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.

17.3 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

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