

**RULES & REGULATIONS OF
THE SINGAPORE ELECTRICAL TRADES ASSOCIATION**

NAME

1. This association shall be known as “The Singapore Electrical Trades Association.”

PLACE OF BUSINESS

2. The Association’s place of business shall be at 35-01 and 35-02 Truro Road , Singapore 217575, or such other place as may be decided by its Executive Council and approved by the Registrar of Societies.

OBJECTS

3. The objects of this Association shall be :-
 - (a) To secure the complete organisation and unity of all persons doing and /or connected with the electrical trade and to promote industrial, social and intellectual interests of its members;
 - (b) Assist its members on matters concerning their work especially in their dealings with local authorities and clients;
 - (c) To promote and protect the mutual interests of members by encouraging their advancement in the practice of electrical engineering work through lectures and technical discussions; and /or
 - (d) To maintain and uphold a high standard of service to the community at large.

MEMBERSHIP

4. Membership
 - (a) The Association is open to all persons doing and /or connected with electrical trade.
 - (b) Ordinary Membership shall be based on individuals, companies, firms or concerns principally engaged in the electrical trade and shall be recognised by the names of such individuals, companies, firms or concerns, each of which being entitled to nominate in writing one representative to attend meetings.
 - (c) Associate Membership is open to :-
 - (i) individuals, companies, firms or concerns in any trade associated with the electrical trade not qualified for full membership;
 - (ii) individuals, companies, firms or concerns principally engaged in the electrical trade with majority shares held by Non-Singapore Citizens.All Associate Members shall have no voting rights and shall not hold office.
 - (d) Applications for ordinary membership and associate membership shall be made in the prescribed forms and forwarded to the Hon. Secretary who shall submit them to the Executive Council for approval at its meetings.The Executive Council may at its discretion reject any application, without assigning any reason therefore. Its decision shall be final and shall not be questioned by the members, wheresoever or howsoever.
 - (e) Every applicant whose application has been approved by the Executive Council shall, upon payment of the entrance fee and first monthly subscription, be registered by the Hon. Secretary in the List of Membership of the Association as an ordinary member or associate member as the case may be, and be supplied with a copy of the Association’s Rules and a Membership Card without charge.

ENTRANCE FEES SUBSCRIPTIONS & OTHER DUES

5. Entrance Fees & Subscriptions
- (a) Subject to alterations by annual or Extraordinary General Meetings of members, the subscription payable by ordinary members or associate members shall be :-
 - (i) Entrance fee of S\$500.00 each, and
 - (ii) Monthly subscription of S\$50.00 each.
- Any special subscriptions for particular purposes may only be raised from members with the consent of general meeting of members.
- (b) All subscriptions shall be payable in advance half yearly on the first working day of July and December.
 - (c) An ordinary member or associate member who is more than two(2) months in arrear of monthly subscription shall receive a written reminder from the Hon. Secretary and his name may be posted on the Association's notice board.
 - (d) Any member or associate member whose monthly subscription or levy is more than two(2) months in arrears shall not be entitled to any association benefits and shall not be allowed to make use of its facilities.
 - (e) Any ordinary member or associate member whose arrears of subscription exceeds three(3) months shall be struck off the List of Membership, and shall forfeit all his interests in the association. An ordinary member or associate member so struck off may submit an appeal to the Executive Council whose decision shall be final and whose decision shall not be questioned wheresoever or howsoever, under any circumstances.
 - (f) The Executive Council shall have powers to fix, if necessary, a re-entrance fee for any ordinary member or associate member whose appeal under Rule 5 (e) is successful or impose other conditions of his re-entrance.

MANAGEMENT, GENERAL MEETINGS

- 6. The Management of the association is vested in a general meeting of the members presided over by the President. At least one quarter of the total membership of the association present at a general meeting shall form a quorum.
- 7. An annual general meeting will be held in the month of May each year. At other times an extra ordinary general meeting must be called by the President on the request in writing of Ten(10) or more members and may be called at any time by order of the committee.
- 8. At least two weeks' notice will be given of an annual general meeting and at least ten days' notice of any other general meeting and particulars of its agenda will be posted on the association's notice board four days in advance of the meeting.

The following points will be considered at the annual general meeting :-

 - (i) The previous financial year's accounts and report of the Committee;
 - (ii) The election of office bearers for the following year.

Any member who wishes to place an item on the agenda of a general meeting may do so provided he gives notice to the Hon. Secretary one week before the meeting is due to be held.
- 9. In the event of there being no quorum, the meeting shall be adjourned to the same day in the following week at a place and time to be appointed with or without further notice to members not present 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 alter, amend or make additions to any of the existing rules.

MANAGEMENT, COMMITTEE

10. A committee consisting of the following shall be elected for a term of two years at an alternate annual general meeting :-
 - 1 President
 - 2 Vice-Presidents
 - 1 Hon. Secretary
 - 1 Assistant Hon. Secretary
 - 1 Hon. Treasurer
 - 2 Welfare Officers
 - 2 Social Officers
 - 2 Committee Members
11. Representatives of members who desire to accept nomination for election as office-bearers shall signify their desire in a prescribed form sent by the Hon. Secretary for the purpose. This election will be held every 2 years when the term of office of the existing office-bearers expires. Ballot papers in accordance with Ballot Rule and List of Nominees for election as office-bearers shall then be forwarded to all members together with the Notice of the Annual General Meeting. All Officers except the Hon. Treasurer may be elected term after term.
12. A committee meeting shall be held at least once a month after seven days' notice to committee members. The President may call a committee meeting at any time by giving three days' notice. At least one half of the committee members must be present for its proceedings to be valid.
13. The duty of the committee is to organise and supervise the daily activities of the association and to make decisions on matters, affecting its running when the general meeting is not sitting . It 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.
14. The committee has power to authorise the expenditure of a sum not exceeding \$5,000.00 per month from the association's funds for the association's purposes.

OFFICE-BEARERS

15. The duties of the office-bearers are as follows :-
 - (a) The President shall act as chairman at all general and committee meetings. He shall also represent the association in its dealings with outside persons.
 - (b) Any of the two Vice-President shall deputise for the President in the latter's absence.
 - (c) The Hon. Secretary shall keep all records, except financial, of the association and shall be responsible for their correctness. He will keep minutes of all general and committee meetings. He shall maintain an up-to-date membership register.
 - (d) The Assistant Hon. Secretary shall act for the Hon. Secretary during his absence.
 - (e) The Hon. Treasurer – He shall be responsible for the keeping financial books and monies of the Association. He shall prepare a financial statement for each monthly meeting of the Executive Council.

He shall be responsible for the preparation of an Annual Statement of Receipts and Expenditure and Statement of Assets and Liabilities for submission to the Registrar of Societies and presentation at the Annual General Meeting of the Association. He shall not be eligible for re-election.

He shall have power to retain in his hands for current expenses of the Association a sum of money not exceeding \$200.00. Any sum exceeding \$200.00 must be deposited in the name of the Association in a bank approved by the Executive Council.

He shall be responsible for the signing of all receipts. All vouchers presented to him for payment must bear the signature of the Hon. Secretary. Cheques etc for withdrawals from

the bank will be signed by the (President, Vice-president or Secretary) in addition to the Treasurer.

- (f) Welfare Officers – They shall be responsible for keeping the Executive Council informed of any changes in the trends of conditions affecting the business of members of the Association.
- (g) Social Officers – They shall be responsible for keeping members of the Association informed as the activities of the Association.
- (h) Members of the executive Council – They shall attend meeting of the Council and generally assist the Council in the consideration and decision of questions brought up for discussion.

AUDIT

16. Auditors

- (a) The Association shall at the relevant Annual General Meeting elect by ballot in accordance with Ballot Rule, two (2) Internal Auditors whose duties shall be to audit and certify accounts of the Association at least once a month. They shall not be members of the Executive Council. The retiring Internal Auditors shall not be eligible for election to the same post for a second successive term.
- (b) The annual accounts of the association must be audited and certified by a Certified Accountant or other fit and proper persons. The Auditors shall have free access to all books and documents necessary for carrying out their duties.
- (c) The annual reports of the External Auditor shall be presented to the Annual General Meeting. A copy of this annual report shall be conspicuously placed at the registered office of the Association.
- (d) For the purposes of this Rule the financial year of the Association shall end on 31st March of each year.

TRUSTEES

17. Trustees

- (a) If the association at any time acquire any Immovable property, such property shall be vested in Trustee subject to a declaration of trust. Any trustee may at any time resign his trusteeship. If a trustee dies or becomes a lunatic or of unsound mind or moves permanently or is absent from the Republic of Singapore for a period of one year, he shall be deemed to have resigned his trusteeship. If a trustee is guilty of misconduct of such a kind as to render it undesirable that he continue as a trustee, a General Meeting may remove him from his trusteeship. Vacancies in the trusteeship may be filled at a General Meeting, but the number shall not be greater than four or less than two. Notice of any proposal to remove a trustee from his trusteeship or to appoint a new trustee to fill a vacancy must be given by affixing in the premises of the association a document containing such proposal at least two weeks before the meeting at which the proposal is to be discussed. The result of such meeting shall then be notified to the Registrar of Societies.
- (b) Three (3) Trustees shall be elected at the General Meeting and shall hold office. The Hon. Treasurer or Auditor shall not be a trustee concurrently. A General Meeting may remove any trustee and appoint his substitute from time to time.
- (c) The three (3) Trustees, during their terms of office, shall have vested in them all the real and personal estate whatever belonging to the Association. They shall deal with them in such way as the Executive Council may direct in writing.

AMENDMENTS TO RULES

18. These rules shall only altered amended or rescinded by 75% votes of members present at any meeting after giving members 3 weeks' notice thereof. Every alteration of these rules shall only take effect from the date of approval by the Registrar of Societies.

PROHIBITIONS

19. (a) Gambling of any kind and the playing of paikow or mahjong, whether for stakes or not, 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.
- (b) The funds of the association shall not be used to pay the fines of members who have been convicted in Court.
- (c) The association shall not attempt to restrict or in any manner interfere with trade or prices or engage in any Trade Union activity as defined in any written law relating to trade unions for the time being in force in Singapore.
- (d) 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.
- (e) The association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

DISSOLUTION

20. (a) The association shall not be dissolved, except with the consent of not less than 3/5 of the members 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.
- (b) Notice of dissolution must be given 7 days of the dissolution to the Registrar of Societies.
- (c) In the event of the Association being dissolved, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged, and remaining funds shall either be divided amongst the members in proportion to their years of membership or donated to charitable organisations.

INTERPRETATION

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

