

**ITALIAN WOMEN'S GROUP
SINGAPORE**

CONSTITUTION OF ITALIAN WOMEN'S GROUP

1. NAME

1.1 This Society shall be known as the "Italian Women's Group", hereinafter referred to as the "Society".

2. PLACE OF BUSINESS

2.1 Its place of business shall be at the President address, or such other address as may subsequently be decided upon by the committee and approved by the Registry of Society.

Note: Any change to the place of business of the Society has to be submitted to ROS for approval.

3. OBJECTS

3.1 Its objects are:

- to promote the knowledge of Italian cultural heritage;
- to promote the knowledge and use of the Italian language;
- to be of support to the women of the Italian community and keeping in touch with them through the Society's newsletter.

3.2 To conduct fund raising activities to finance charity projects and scholarships awarded by the Society.

4. MEMBERSHIP QUALIFICATION AND RIGHTS

4.1 Membership shall comprise of the following categories:

- Ordinary Membership

Ordinary Membership is open to any Italian woman who is interested in the above objects. Ordinary Members above 18 years of age shall have the rights to vote and hold office in the Society.

- Associate Membership

Associate Membership is open to all non Italian women who have an interest in learning about the Italian culture. Associate Members shall have the rights to vote but not to hold office in the Society.

5. APPLICATION FOR MEMBERSHIP

5.1 A person wishing to join the Society should submit her particulars to the Secretary.

5.2 A copy of the Constitution shall be furnished to every approved member upon payment of entrance fee. Every member shall also be entitled to receive a copy of the monthly newsletter of the Society.

6. ENTRANCE FEES SUBSCRIPTIONS AND OTHER DUES

6.1 An arrival entrance fee of S\$100 is payable by all members within two weeks of election to membership, in default of which membership may be cancelled by order of the Committee. An entrance fee of S\$50 is payable by all members who join the Society after 1st July.

6.2 The annual subscription for both Categories of membership shall be determinate by the general meeting and recommendation from the Committee from time to time.

6.3 Annual subscription are payable by cash or cheque in advance within the first month of the year. If a member falls into arrears with the subscription or other dues she shall be informed immediately by the Treasurer. If she fails to settle her arrears within 4 weeks of their becoming due the President may order that her name be posted on the Society's notice board and that she be denied the privileges of membership until she settles her account. If she falls into arrears for more than 3 months, she will automatically cease to be member and the Committee may take legal action against her provided that they are satisfied that she has received due notice of her debts.

6.4 Any external expert holding classes for the IWG paying members should donate to the association for its charity purposes 15% of their fees. On the contrary if a member of the association holds classes for other members she won't receive a fee for her job but all members attending the classes will be asked to pay a fee, stated by the Committee, that will be entirely donated to the association for its charity purposes. Any other ordinary activity organized by the association is free and those who offer their time or book their condo's function rooms will do it for free. If a member offers the location for an event she is still asked to pay her share of cost of the event.

6.5 Any additional fund required for special purposes may only be raised from members with the consent of the general meeting of the members.

7. SUPREME AUTHORITY AND GENERAL MEETINGS

7.1 The supreme authority of the Society is vested in a general meeting of the members presided over the President.

7.2 An annual general meeting shall be held in February.

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 posting the agenda on the Society's notice board.

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 meeting shall be sent by the Secretary to all voting members. The particulars of the agenda shall be posted on the Society's notice board 4 days in advance of the meeting.

7.6 Unless otherwise stated in this Constitution, voting by the proxy is allowed at all general meeting.

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

- the previous financial year's accounts and annual report of the Committee;
- where applicable, the election of the office-bearers and Honorary Auditors for the following term.

7.8 Any member who wishes to place an item on the agenda of general meeting may do so provided she 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 the general meeting shall form a quorum. Proxies shall not constituted as part of the quorum.

7.10 In the event of there being 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.

8. MANAGEMENT AND COMMITTEE

8.1 The administration of the Society shall be entrusted to a Committee consisting of the following to be elected at each annual general meeting:

- president;
- secretary;
- treasurer.

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 may be re-elected to the same post for a consecutive term of office. The term of office of the Committee is 1 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 still results in a tie, a lot shall be drawn to determinate who shall be successful candidate unless the contesting candidates withdrew in favor of one of themselves.

8.4 A Committee meeting shall be held at least once every month after giving seven days' notice to Committee members. 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 It is up to the President to create and elect a committee, who then will organize various events for the Society.

8.6 Any members of the Committee absenting herself from three meetings consecutively without satisfactory explanation 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 Registry of Societies within two weeks of the change.

8.7 The duty of the Committee is to organize 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 remain subordinate to the general meetings.

8.8 The Committee has power to authorize the expenditure of a sum not exceeding S\$ 30,000 per month from the Society's fund for the Society's purpose.

9. DUTIES OF THE OFFICE-BEARERS

9.1 The President shall chair all general and Committee meetings. She shall also represent the Society in its dealings with outside persons.

9.2 The Secretary shall keep all records, except financial, of the Society and shall be responsible for their correctness. She will keep minutes of all general and Committee meetings. She shall maintain an up-to-date registry of members at all times.

9.3 The Treasurer shall keep all funds and collect and disburse all money on behalf of the Society and shall keep an account of all monetary transactions and shall be responsible for their correctness. She is authorized to spend up to S\$400 per month for petty expenses on behalf of the Society. She will not keep more than S\$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, etc, for withdrawals from the bank will be signed by the Treasurer and either the President or the Secretary.

10. AUDIT AND FINANCIAL YEAR

10.1 Two voting members, not being members of the Committee, shall be elected as Honorary Auditor at each annual general meeting and will hold office for a term of year only and shall not be re-elected for consecutive.

10.2 They:

- will be required to audit each year's accounts and present a report upon the to the annual general meeting;
- 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 January to 31th December.

11. TRUSTEES

11.1 If the Society at any time acquires any unmovable property, such property shall be vested in trustees subject to a declaration of trust.

11.2 The trustees of the Society shall:

- not be more than 4 and not less than 2 in number;
- be elected by a general meeting of members;

- not effect any sale or mortgage of property without the prior approval of the general meeting of members.

11.3 The office of the trustees shall be vacated:

- if the trustee dies or becomes a lunatic or of unsound mind;
- if she is absent from the Republic of Singapore for a period of more than one year;
- if she is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee;
- if she submits notice of resignation from her trusteeship.

11.4 Notice of any proposal to remove a trustee from her trusteeship or to appoint a new trustee to fill a vacancy must be given by posting it on the notice board in the Society's premise 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 Registry of Societies.

11.5 The address of each immovable properties, name of each trustee and any subsequent change must be notified to the Registry of Societies.

12. 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.

13. 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 courts.

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 effect of fixing or controlling the price or any discount, allowance or rebate relating to any goods or service which adversely affects consumer interest.

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.

14. AMENDMENTS TO CONSTITUTION

14.1 No alteration or addition/deletion to this Constitution shall be made except at the general meeting and with the consent of two-third of the voting members present at the general meeting, and shall not come into force without the prior sanction of the Registry of Societies.

15. 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 the power to use their own discretion. The decision of the Committee shall be final unless it is reserved at the general meeting of members.

16. 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 members fail to resolve the matter, they may bring the matter to a court of law for settlement.

17. 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 the 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 a 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 days of the dissolution to the Registry of Societies.