

# THE SINGAPORE TELUGU CULTURAL SOCIETY

## Constitution and Rules

### Name

1. This Society shall be known as "The Singapore Telugu Cultural Society" and in the Telugu language it shall be known as the "Singapuru Thelugu Samajamu".

### Place of Business

2. The place of business of the Society shall be at 5000N Marine Parade Road, # 13-58 Lagoon View S'pore 449295, or such other place as the Committee may decide subject to the approval of the Registrar of Societies.

### Object

The object of the Society shall be to foster and promote the Telugu culture, art, language, customs and traditions in the context of a homogeneous Singapore society, and in furtherance of this object to provide cultural, social, educational and recreational activities for its members.

### Membership

4. (1) The Society shall consist of Ordinary, Associate and Honorary Members, and its membership shall be unlimited in number.
  - (a) Ordinary Membership: All persons above the age of 18 shall be entitled to Ordinary Membership without regard to their race, creed or sex;
  - (b) Associate Membership: Persons not eligible for ordinary membership may, on the approval of the Committee, become eligible for Associate Membership. The period of their membership shall be determined by the Committee. Associate Members shall have all the privileges and benefits of ordinary membership except the right to hold office and to vote at meetings; and
  - (c) Honorary Membership: Honorary Membership may be conferred on persons distinguished by eminence in public life or by service rendered to the Society. Honorary Members, having been sponsored by the Committee shall be elected at a general meeting, if at least two-thirds of the ordinary members present shall have voted in favour. Honorary Members will have all the privileges of the Society but shall have no power to get involved in its management.

- (2) Every applicant for membership shall be proposed and seconded by two members in the form provided.
- (3) Applications may be rejected by the Committee without assigning any reason.
- (4) Applicants may be elected as members at any meeting of the Committee.
- (5) Immediately upon the election of a member he shall be informed of the fact and shall be supplied with a copy of the Constitution of the Society. His subscription shall commence from the date of his election.

### **Members & Addresses**

5. (1) Every member shall from time to time communicate to the Honorary Secretary his address and all notices posted to such addresses shall be considered as having been duly given on the day following the date of posting.
- (2) Elected applicants shall be entitled to all the privileges of membership on payment of their entrance fee and monthly subscription.

### **Entrance Fee**

Every ordinary member or associate member shall pay an Entrance Fee of \$1.00 which shall be due immediately upon his election to membership.

### **Subscription**

7. Subscriptions shall be payable as follows:-
  - (1) The annual subscription of an ordinary member shall be \$15.00 and that of an ordinary spouse-member shall be \$10.00. Ordinary members may also elect to pay their subscriptions for the duration of their lives; the life-subscription of a member shall be \$150.00 and of a spouse-member \$100.00.
  - (2) The annual subscription of an associate member shall be \$5.00.
  - (3) All subscriptions shall be payable in advance.

### **Arrears of Subscription**

- 8 The membership will be ceased if no payment is received within three months from 1<sup>st</sup> of April of every calendar year. The Honorary Treasurer with the help of other committee members to recover the arrears or subscription, for the

recovery of the debt; provided always that the Committee may suspend the operation of this Rule on a satisfactory explanation being received.

### **Resignation of Members**

9. (1) Any member may resign his membership by giving to the Honorary Secretary notice in writing to that effect. Every such notice, if accepted, shall be deemed to take effect as from the date of its approval.
- (2) All resignations shall be considered by the Committee who may at their discretion refuse to accept a resignation unless all liabilities of the member resigning have been settled.
- (3) Any member who has resigned from the Society and is desirous of rejoining shall be dealt with in accordance with these Rules but he may be charged Entrance Fee at the discretion of the Committee. Should there be any arrears of subscription and/or any outstanding accounts due by him, these shall be liquidated in full or by agreement to pay by instalments to the satisfaction of the Committee before his application for re-admission will be entertained.

### **Expulsion**

10. (1) If any member whose conduct is complained of by any member or on investigation by the Committee is found to be prejudicial to the interest of the Society, he shall be called upon by the Committee to explain his conduct and/or rectify any damage done; if the Committee is not satisfied with the members explanation or rectification, it may call upon him to resign and if such member so requested does not resign within 14 days after such request, the Committee may then expel such member from the Society.
- (2) Before such expulsion the member affected may have the right to appear before the Committee if he so desires.
- (3) The affected member may appeal to the Annual General Meeting provided he has previously appeared before the Committee and explained his conduct.
- (4) Any member expelled from the Society shall forfeit his entrance and subscription fees and shall not afterwards eligible for membership.

### **Cessation of Membership**

11. A member who resigns, or is expelled from the Society shall ipso facto cease to be a member of the Society, and such a person shall forfeit all rights to and claims upon the Society.

### **General Meetings**

12. (1) Annual General Meeting:

The management of the Society is vested in an Annual General Meeting of members and it shall be held in the month of April for the following purposes:-

- (a) To receive from the Committee a report, balance sheet and statement of accounts for the preceding financial year;
- (b) To elect members of the Committee if such election is due;
- (c) To elect two Auditors for the ensuing year;
- (d) To decide on any resolution which may be duly submitted to the meeting as hereinafter provided; and
- (e) To consider any other matter brought forward in accordance with the Constitution of the Society.

- (2) Special General Meeting:

The Committee may at any time for any special purpose call a Special General Meeting and they shall also call forthwith a Special General Meeting upon the requisition in writing of at least one-quarter or 20 or more members eligible to vote, whichever is the less, stating the purposes for which the meeting is required.

### **Convening General Meeting**

13. Fourteen days at least before an Annual General Meeting or any Special General Meeting, a notice of such meeting and of the business to be transacted thereat shall be sent to every member, and no business other than that of which three days' notice in writing has been so given shall be brought forward at such meeting; provided always that should any member desire to raise any question relating to the report and accounts he shall give at least three days' notice of such intention to the Honorary Secretary. The report, balance sheet and statement of accounts shall accompany the notice convening the Annual General Meeting.

### **Proceedings at General Meetings**

14. At all General Meetings, the President, and in his absence, the Vice-President, and in the absence of the Vice-President, a member elected by the members present, shall take the Chair. Every ordinary member present shall be entitled to have one vote and in case of an equality of votes the Chairman shall have a casting vote, subject to the provisions herein contained on the election of members of the Committee. Minutes shall be taken of all proceedings.

### **Quorum at General Meetings**

15. The quorum at all general meetings shall be one-quarter of the total membership of the society or fifty which ever is less must be present for the general meetings proceedings to be valid. In the event of there being no quorum, the meeting shall be adjourned to a date, time and venue appointed by the Committee and should the members then present be insufficient to form a quorum, those members present, whatever their number may be, shall form a quorum, but they shall have no power to alter, amend or make additions to any of the existing Rules unless the prescribed quorum is present. No associate member or honorary member present can be counted towards the quorum.

### **Management Committee**

16. (1) The management of the society shall be delegated to a committee consisting of the following:

President-	1
Vice-Presidents	4
Honorary Secretary-	1
Organizing Secretary-	1
Regional Secretaries-	4
Honorary Treasurer-	1
Assistant Treasurer-	1
Executive committee members-	10

- (2) ELECTION OF COMMITTEE MEMBERS:

Members of the committee shall be elected biennially at the alternate Annual General Meeting. Each committee member must have two (2) years of membership experience with all the earlier dues paid off; names for the offices in Rule 16(1) above shall be proposed and seconded and election will follow on a simple majority vote of the members. However, voting shall be by secret ballot, if such a ballot is demanded by any two or more members present, notwithstanding any proposition to the contrary and without reference to any nomination made. Members of the Committee shall be eligible for re-election except the Honorary Treasurer who shall hold office for one term only and shall not be re-elected thereafter immediately.

- (3) Vacancies in the Committee:

The Committee shall have power to fill vacancies in their body during their term of office. When a vacancy occurs in the office of President the Vice-President shall fill the vacancy.

- (4) The Committee shall meet at least once in every month to examine accounts and arrange the affairs of the Society and at other times at the discretion of the President, or on the requisition of at least three members of the Committee; at all Committee meetings five shall form a quorum. The Chairman at all Committee meetings shall have a casting vote. Minutes shall be kept of the proceedings of Committee meetings.
- (5) Any member of the Committee absenting himself without explanation satisfactory to the Committee from three consecutive meetings shall cease to be a member thereof.
- (6) Sub-Committees:  
The Committee may from time to time appoint such sub-Committees as they may deem necessary or expedient and may delegate or refer to them such of the powers and duties of the Committee as it may determine. At least one member of the Committee shall be appointed to each of the sub-committees. All sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the direction of the Committee.
- (7) The Committee shall 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.

### **Duties of Office-bearers**

17. (1) President:  
The President shall ~
  - (a) supervise the general management of the Society;
  - (b) sign all bills and cheques passed by the Committee;
  - (c) preside at all meetings, and sign the minutes after such minutes have been approved; and
  - (d) have a casting vote in the event of a tie.
- (2) Vice-President:  
The Vice-President shall act for the President in his absence, and exercise all his powers as may be necessary, including that of a casting vote.
- (3) Honorary Secretary:  
The Honorary Secretary shall ~
  - (a) keep minutes of all general and committee meetings, and all records, except financial, and shall be responsible for their correctness;

- (b) have charge of all movable property of the Society;
  - (c) transact all correspondence;
  - (d) make arrangements for each meeting and notify same to the members;
  - (e) submit any matter for discussion received from members; and
  - (f) keep a Register of all the members of the Society with their addresses.
- (4) Honorary Treasurer:  
The Honorary Treasurer shall —
- (a) Collect, receive and have charge of all moneys;
  - (b) disburse the same under the direction of the Committee;
  - (c) keep full account of all monetary transactions; and shall be responsible for their correctness; and
  - (d) shall submit a statement of the receipts and payments of the previous month at each monthly meeting of the Committee.
  - (e) The Honorary Treasurer shall at no time keep cash in hand amounting to more than \$100.00 except under unavoidable circumstances. Money in excess of \$100.00 shall be deposited in a bank to be named by the Committee.
- (5) Assistant Treasurer  
To assist the Honorary Treasurer in maintaining accounts of the society and deputise for him in his absence.
- (6) Organizing Secretary-  
To coordinate / organize cultural activities of the cultural society
- (7) Regional Secretaries-  
To improve interaction with the members of the Singapore Telugu cultural society and coordinate with other cultural organizations to improve community activities in their regions.
- (8) Advisory committee-  
To advice the management committee to improve the activities of the society.

### **Accounts**

18. (1) Financial Year:  
The financial year of the Society shall end on the 31st March in each year.
- (2) Audit of Accounts:  
Two persons, not members of the Committee, shall be elected as honorary auditors at each Annual General Meeting and will hold office for one year only and shall not be re-elected immediately thereafter.

They shall audit each year's account and present a report upon them to the Annual General Meeting; they 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.

(3) **Banking Account:**

All monies received shall be deposited in a local Bank or Banks approved by the Committee, and all cheques drawn thereon shall bear the signatures of the Honorary Treasurer and of either the President or the Honorary Secretary.

**Trustees**

19. If the Society at any time acquires any immovable property, such property shall be vested in Trustees 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 State 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 three 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 sent to members at least two weeks before the meeting at which the proposal is to be discussed. The result of such meeting shall be notified to the Registrar of Societies.

**Prohibitions**

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- (1) Gambling of any kind such as the playing of paikow or mahjong, whether for stakes or not, is forbidden on the Society's premises. The introduction of materials for gambling or opium smoking and of bad characters into the premises is prohibited.
  - (2) The funds of the Society shall not be used to pay the fines of members who have been convicted in Court.
  - (3) The Society 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 any written law relating to trade unions for the time being in force in Singapore.
  - (4) 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.
  - (5) The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

### **Interpretation of Rules**

- 21 (1) The Committee shall be the sole authority for the interpretation of the Constitution and of the Rules made thereunder, and if a member is aggrieved by the decision of the Committee he shall have the right to appeal to a General Meeting. The decision of the General Meeting upon any question of interpretation or upon any matter concerning the Society shall be final and binding on the members and shall not be removable to any Court of Law.
- (2) In the event of any question or matter affecting the Society and not provided for by this Constitution and Rules, the Committee may, without prejudice to the provisions of this Constitution and Rules, act according to their discretion.

### **Amendment to Constitution**

22. (1) The provisions of this Constitution may be added to, repealed, or amended on the passing of a resolution for this purpose at a General Meeting by a majority of three-fifths of the ordinary members only voting in person or by proxy or by postal vote.
- (2) Any such addition, repeal or amendment shall not come into force without the prior sanction of the Registrar of Societies.

### **Dissolution**

23. (1) The Society shall not be dissolved except on the passing of a resolution for its dissolution by a majority of three-fifths of the members only 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.
- (2) In the event of the Society being dissolved as provided for in subsection (1) of this section, all debts and liabilities properly incurred on behalf of the Society shall be fully discharged, and the remaining funds shall be donated to a charity decided by the General Meeting.
- (3) Notice of dissolution shall be given within seven days of the dissolution to the Registrar of Societies.