

# **SOUTHEAST ASIAN CERAMIC SOCIETY**

## **CONSTITUTION AND RULES OF THE SOCIETY (adopted at the Extraordinary General Meeting on 7 October 2018)**

**NAME** The Society shall be known as the Southeast Asian Ceramic Society.

**OBJECT** The object of the Society shall be to widen appreciation of and acquire knowledge of the ceramic art of China and countries adjacent to China, especially those of Southeast Asia.

**ADDRESS** The place of business of the Society shall be 82 Cairnhill Road, Singapore 229684, or such other place as may from time to time be decided by the Officers of the Society, and subject to the approval of the Registrar of Societies.

**MEMBERSHIP** The membership of the Society shall comprise four (4) categories as follows:

1. RESIDENT MEMBERS who must be resident in Singapore. The number of Resident Members shall be determined by majority vote of the Council of the Society.

2. FAMILY MEMBERS, being residents of Singapore and comprising a maximum of two (2) members of the same family.

3. OVERSEAS MEMBERS whose number shall be determined by majority vote of the Council of the Society.

4. LIFE MEMBERS, being members resident in Singapore and overseas, whose numbers shall be determined by a majority vote of the Council of the Society.

5. STUDENT MEMBERS, being full-time students enrolled in a tertiary institution of Singapore.

HONORARY MEMBERS comprising eminent scholars of Oriental art and others who have made a significant contribution to the affairs or interests of the Society, may be selected for invitation by unanimous vote of the Council of the Society. The number of Honorary Members shall not at any time exceed ten (10).

RESIDENT and FAMILY MEMBERS, and LIFE MEMBERS and FAMILY LIFE MEMBERS shall be entitled to vote and hold office on the Council of the Society.

**ELECTION TO MEMBERSHIP** To become eligible for membership of the Society the prospective member shall submit to the Honorary Secretary an application for membership supported by and signed by a proposer and seconder, both being members of the Society. Thereafter, the Council is authorised to elect the proposed member and may do so at its discretion and in accordance with its prevailing rules for membership, subject to the payment of the relevant membership fee.

**PATRONS**

The Council by unanimous vote may invite not more than four (4) persons to be PATRONS of the Society.

**SUBSCRIPTIONS**

Except for Honorary Members and Patrons, the membership subscriptions shall be as follows:

Resident Members	\$50 per annum
Family Membership	\$75 per annum jointly
Overseas Members	\$25 per annum
Student Members	\$25 per annum

Life Membership shall be available in the following categories on payment of subscription rates which shall be fixed by majority vote of the Council and shall be initially as follows:

Resident Life Member	\$500
Family Life Membership	\$750
Overseas Life Member	\$250

The Council by majority vote may vary the annual subscription rates but shall not apply such changes retrospectively.

Subscriptions shall fall due on the 1st of January of each year.

In the event of a Member failing to pay his/her subscription within three (3) months of the expiry of the previous term, his/her membership shall be deemed to have lapsed.

**OFFICERS**

The Officers of the Society shall comprise a Council, and the Officers shall be called Councillors.

**COUNCIL**

The Council shall consist of the following members:

- A President
- Two (2) Vice Presidents
- An Honorary Secretary
- An Honorary Treasurer
- Four Other Councillors

**ELECTION OF COUNCIL**

All members of the Council shall be elected annually at the Annual General Meeting.

The following Officers may be re-elected to the same position for the respective stipulated period:

- President: three (3) consecutive years
- Two (2) Vice Presidents: three (3) consecutive years
- Secretary: three (3) consecutive years
- Treasurer: two (2) consecutive years

Any Council member who does not submit a Nomination Form indicating his desire to serve another term, will retire from the Council at the Annual General Meeting.

All members who submit their Nomination Form will be notified of their

eligibility no later than two (2) weeks before the Annual General Meeting.

**ELIGIBILITY FOR COUNCIL**

Given the Society's objective and purpose is "to promote appreciation and acquire knowledge of the ceramic art of China and countries adjacent to China, especially those of Southeast Asia", Council members may not engage or be engaged in any business or commercial dealings that may be deemed or perceived as a conflict of interest with the Society's stated objective and purpose. Eligibility of candidates for election will be determined by a majority vote of the current Council prior to the next election.

**POWER TO CO-OPT**

The Council may co-opt a maximum of three (3) additional Councillors.

**VACANCIES**

Permanent vacancies on the Council occurring during the year may be filled by the Council by a simple majority vote. The member so appointed holds the position in an acting capacity until the next Annual General Meeting.

**DUTIES OF COUNCIL**

The duties of the Council shall be to administer the affairs, property, and trusts of the Society efficiently and expeditiously.

**EXPENDITURE**

The Council is empowered to authorise expenditure from the Society's funds of such sums as may be necessary to meet the routine expenses and approved financial commitments of the Society incurred for the purposes of the Society.

**COUNCIL MEETING**

The Council shall not meet less than once every quarter, and Councillors shall be given a week's notice in writing of such meetings.

**QUORUM FOR COUNCIL MEETING  
CHAIRMAN OF COUNCIL MEETING**

For any Council meeting, five (5) members present shall form a quorum.

The President, or in his absence, a Vice-President nominated by him, shall act as Chairman at all Council meetings. Should neither be able to attend, the Councillors shall elect a Chairman. The Chairman shall have a casting vote.

**HONORARY SECRETARY**

The Honorary Secretary shall keep all records of the Society, except financial records, and shall be responsible for their correctness, and shall perform such general secretarial duties as may be required.

**HONORARY TREASURER**

The Honorary Treasurer shall keep all funds and monies, and shall make such disbursements as may be necessary on behalf of the Society, and shall keep an account of all monetary transactions and shall be responsible for the correctness of all financial and accounting records.

The Honorary Treasurer shall submit an audited Statement of the Accounts of the Society for presentation at each Annual General Meeting.

<b>MAXIMUM TERMS FOR POST OF PRESIDENT</b>	The President shall serve no more than three (3) consecutive terms. If after the three (3) terms the appointment of a new President cannot be determined, the current outgoing President shall continue to serve in a stewardship capacity until such time when the new President is appointed to serve the new term.
<b>CHEQUE SIGNATORIES</b>	Cheques for withdrawals from the Society's bank account shall be signed by the Honorary Treasurer and countersigned either by the Honorary Secretary or the President.
<b>HONORARY AUDITORS</b>	Two (2) persons not being members of the Council shall be elected as Honorary Auditors at each Annual General Meeting and shall remain in office until the next following Annual General Meeting and may not be re-elected to hold office for a second consecutive year.
<b>DUTIES OF HONORARY AUDITORS</b>	Honorary Auditors shall be required to audit each year's accounts of the Society and to report thereon to the Annual General Meeting of members.  Honorary Auditors may be required at any time at the request of the President to audit the Society's accounts for any period during their term of office, and to report thereon to the Council.
<b>ANNUAL GENERAL MEETING</b>	An Annual General Meeting of members shall be held as early as possible in the calendar year but not later than the end of March for the purpose of receiving the Annual Report and Accounts of the Society, the election of Officers and Honorary Auditors, and such other business of which due notice has been given.
<b>NOTICE OF ANNUAL GENERAL MEETING</b>	Members shall be given two (2) weeks' notice in writing of the Annual General Meeting, and such notice shall set out the date, time, and venue of the meeting, and the agenda of the meeting.
<b>QUORUM FOR ANNUAL GENERAL MEETING</b>	A quorum of the Annual General Meeting shall be twenty-five percent (25%) of the total Resident and Life Membership, either present in person or represented by a proxy being a member of the Society.
<b>PROXIES AT ANNUAL GENERAL MEETING</b>	The appointment of a proxy shall be in writing and signed by the member giving the proxy. In addition to his own vote, a member shall have a vote for each proxy so held.
<b>ADJOURNED MEETING</b>	In the event of there being no quorum at the commencement of an Annual 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.  In the event of there being no quorum within half an hour for an Annual General Meeting at which constitutional changes are proposed, the meeting shall be adjourned for not more than two (2)

weeks.

**EXTRAORDINARY  
GENERAL  
MEETING**

Any ten percent (10%) of the members of the Society may call for an Extraordinary General Meeting of the Society by notification in writing to the Honorary Secretary.

**NOTICE OF  
EXTRAORDINARY  
GENERAL  
MEETING**

The Honorary Secretary shall give not less than two (2) weeks' notice in writing, setting out the Agenda for an Extraordinary General Meeting.

**QUORUM FOR  
EXTRAORDINARY  
GENERAL  
MEETING**

A quorum for an Extraordinary General Meeting shall be twenty-five percent (25%) of the total Resident and Life Membership, either present in person or represented by a proxy being a member of the Society.

**PROXIES AT  
EXTRAORDINARY  
GENERAL  
MEETING**

The appointment of a proxy shall be in writing and signed by the member giving the proxy. In addition to his own vote, a member shall have a vote for each proxy so held.

**CHAIRMAN AT  
GENERAL  
MEETING**

The President or in his absence a Vice-President nominated by him shall act as Chairman at all General and Extraordinary General Meetings. Should neither be able to attend, the Councillors shall elect a Chairman either from amongst themselves or from members present at the meeting. The Chairman shall have a casting vote.

**MEMBERS'  
MEETING**

Members' Meetings shall be arranged at the discretion of the Council in accordance with the aims and purposes of the Society, and for the interest of members. Members shall be notified in writing of the dates, time, and venue of such meetings.

**PROHIBITIONS**

Gambling of any kind, whether for stakes or not, and the introduction of materials for gambling is prohibited on the premises of the Society.

The consumption of harmful drugs and the introduction of such drugs and any materials relating to the consumption thereof is prohibited on the premises of the Society.

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

The Society 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.

The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its Councillors.

**AMENDMENTS TO  
CONSTITUTION  
AND RULES**

No amendments to the Constitution and Rules of the Society, except as provided herein, shall be made unless approved by not less than a two-thirds majority vote of the members present in person or by proxy at an Annual General Meeting or an Extraordinary General Meeting.

All such amendments shall be proposed in writing and signed by two (2) members and sent to the Honorary Secretary not less than three (3) weeks prior to the date of the Annual General or Extraordinary General Meeting.

Amendments to the Constitution and Rules of the Society shall have no validity and shall not be applied unless with the prior approval of the Registrar of Societies.

**DISSOLUTION**

The Society shall not voluntarily dissolve except with the consent of not less than two-thirds of the members eligible to vote, expressed in person or by proxy at a General Meeting of members.

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 any remaining funds shall be disposed of as decided upon by the members in General Meeting.

**NOTIFICATION TO  
REGISTRAR OF  
SOCIETIES**

The Registrar of Societies shall be notified within seven (7) days of the dissolution of the Society, and the Notice to the Registrar shall be signed by the President, Honorary Secretary, and Honorary Treasurer.