



## CONSTITUTION OF LIGHTHOUSE CLUB (SINGAPORE)

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### 1. NAME / TITLE :

- 1.1. This Society shall be known as the "Lighthouse Club (Singapore)", hereinafter referred to as the "Club".

### 2. PLACE OF BUSINESS :

- 2.1. Its place of business shall be at "21 Vanda Crescent Singapore 287910" or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies. The Club shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

### 3. OBJECTS :

- 3.1. Its objects are:

- a. To promote fellowship and co-operation among members;
- b. To provide a benevolent fund for unfortunate victims of accident or illness within the construction industry and to their dependents where a fatal or permanently disabling accident has occurred;

On a strictly case by case basis, the fund may also be used to support a person within the construction industry whose immediate dependant is suffering from serious illness which is causing financial distress to that person.

- c. To provide a fund to support the education and training of young people in the construction industry who would otherwise be prohibited from doing so due to personal and financial hardship;
- d. To hold an annual dinner and dance for members and members' wives; and
- e. To organise and/or participate in construction related exhibitions and seminars.



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#### 4. MEMBERSHIP QUALIFICATION AND RIGHTS :

- 4.1. Ordinary Membership is open to any individual who is in the construction industry or its associated industries. Ordinary Members shall have the right to vote and to hold office in the Club.
- 4.2. Associate Membership is open to any individual who is not in the construction industry or its associated industries. The number of Associate Members is limited and will be admitted at the discretion of the Council. Associate Members shall not have the right to vote and to hold office in the Club.
- 4.3. Only members who are above 18 years of age shall have the right to vote and to hold office in the Club.
- 4.4. Corporate membership is open to any company or partnership that is associated with the construction industry. Companies can allocate up to 4 persons to participate in the Club activities, and each corporate membership will have the right to two votes.

#### 5. APPLICATION FOR MEMBERSHIP :

- 5.1. A person wishing to join the Club should submit his particulars to the Secretary on a prescribed form.
- 5.2. The Council will decide on the application for membership.
- 5.3. A copy of the Constitution shall be furnished to every approved member upon payment of the entrance fee.

#### 6. ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES :

- 6.1. The entrance fees shall be determined by the General Meeting on recommendation from the Council from time to time. ( Note : This is currently \$50 per year )

New members joining the Club after the 31st July in any year will be required to pay an entrance fee of \$75 which fee shall entitle them to membership of the Club until the end of December the following year.

- 6.2. There shall be no subscriptions payable by members. The funds of the Club shall be derived from free-will offerings.



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- 6.3. Any additional fund required for special purposes may only be raised from members with the consent of the general meeting of the members.
  - 6.4. Membership shall be renewable at the beginning of each calendar year at a renewal fee to be determined by the General Meeting on recommendation from the Council from time to time.
  - 6.5. A member may, if he so wishes, pay a fee for Term Membership to cover a period of 5 years. The fee for Term Membership will be \$250. No portion of the Term Membership fee will be refundable should the member leave the Club before the before the expiry of the Term Membership Period.
  7. **SUPREME AUTHORITY AND GENERAL MEETINGS :**
    - 7.1. The supreme authority of the Club is vested in a General Meeting of the members presided over by the President.
    - 7.2. An Annual General Meeting shall be held in March.
    - 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 Council. 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 Council 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 Club'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 Club's notice board 4 days in advance of the meeting.

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- 7.6. Unless otherwise stated in this Constitution, voting by proxy is allowed at all General Meetings.



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- 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 Council.
  - b. Where applicable, the election of office-bearers and Honorary Auditors for the following term.
- 7.8. Any member who wishes to place an item on the agenda of a General Meeting may do so provided he 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 a General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum.
- 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 of the existing Constitution.
- 8. MANAGEMENT AND COUNCIL :**
- 8.1. The administration of the Club shall be entrusted to a Council consisting of the following to be elected at each alternate Annual General Meeting:
- A President
  - A Vice-President
  - A Secretary
  - A Membership Secretary
  - A Treasurer
  - A First Officer
  - A Second Officer
  - A Third Officer
  - 6 Ordinary Council Members
- 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 or related post for a consecutive term of office. The term of office of the Council is two years.



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- 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, the Chairman of the meeting shall have a casting vote.
  - 8.4. A Council meeting shall be held at least once every month after giving seven days' notice to Council Members. The President may call a Council Meeting at any time by giving five days' notice. At least 1/2 of the Council Members must be present for its proceedings to be valid.
  - 8.5. Any member of the Council absenting himself from three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Council and a successor may be co-opted by the Council to serve until the next Annual General Meeting. Any changes in the Council shall be notified to the Registrar of Societies within two weeks of the change.
  - 8.6. The duty of the Council is to organise and supervise the daily activities of the Club. The Club 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.
  - 8.7. The Council has power to authorise the expenditure of a sum not exceeding \$20,000 per month from the Club's funds for the Club's purposes.
  9. **DUTIES OF OFFICE-BEARERS :**
    - 9.1. The President shall chair all General and Council meetings. He shall also represent the Club in its dealings with outside persons.
    - 9.2. The Vice-President shall assist the President and deputise for him in his absence.
    - 9.3. The Secretary shall keep all records, except financial, of the Club and shall be responsible for their correctness. He will keep minutes of all General and Council meetings. He shall maintain an up-to-date Register of Members at all times.
    - 9.4. The Assistant Secretary shall assist the Secretary and deputise for him in his absence.



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- 9.5. The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Club and shall keep an account of all monetary transactions and shall be responsible for their correctness. He is authorised to expend up to \$1,000 per month for petty expenses on behalf of the Club. He 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 Council. Cheques, etc. for withdrawals from the bank will be signed by the Treasurer and either the President or the Vice-President or the Secretary.
- 9.6. The First, Second and Third Officer shall be responsible for the running of subcommittees which will be formed by the Council from time to time.
- 9.7. Ordinary Council Members shall assist in the general administration of the Club and perform duties assigned by the Council from time to time.
- 10. AUDIT AND FINANCIAL YEAR :**
- 10.1. Two voting members, not being members of the Committee, shall be elected as Honorary Auditors at each Annual General Meeting and will hold office for a term of 1 year only and shall not be re-elected for a consecutive term.
- 10.2. They:
- 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 Club's accounts for any period within their tenure of office at any date and make a report to the Council.
- 10.3. The financial year shall be from 1<sup>st</sup> January to 31<sup>st</sup> December.
- 11. TRUSTEES :**
- 11.1. If the Club at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.



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- 11.2. The trustees of the Club shall:
- a. Not be more than 4 and not less than 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 is absent from the Republic of Singapore for a period of more than one year.
  - c. If he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.
  - d. If he submits notice of resignation from his trusteeship.
- 11.4. 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 posting it on the notice board in the Club's premises 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 Registrar of Societies.
- 11.5. The address of each immovable properties, name of each trustee and any subsequent change must be notified to the Registrar of Societies.
- 12. VISITORS AND GUESTS :**
- 12.1. Visitors and guests may be admitted into the premises of the Club but they shall not be admitted into the privileges of the Club. All visitors and guests shall abide by the Club's rules and regulations.



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### 13. PROHIBITIONS :

- 13.1. Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250, is forbidden on the Club'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 Club shall not be used to pay the fines of members who have been convicted in court of law.
- 13.3. The Club 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 Club 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 the effect of fixing or controlling the price or any discount, allowance or rebate relating to any goods or service which adversely affect consumer interests.
- 13.5. The Club shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 13.6. The Club shall not hold any lottery, whether confined to its members or not, in the name of the Club or its office-bearers, Council or members unless with the prior approval of the relevant authorities.
- 13.7. The Club 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 a general meeting and with the consent of two-thirds of the voting members present at the General Meeting, and they shall not come into force without the prior sanction of the Registrar of Societies.



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### 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 Council shall have power to use their own discretion. The decision of the Council shall be final unless it is reversed at a 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 the members fail to resolve the matter, they may bring the matter to a court of law for settlement.

### 17. DISSOLUTION :

- 17.1. The Club shall not be dissolved, except with the consent of not less than 3/5 of the total voting membership of the Club for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose.
- 17.2. In the event of the Club being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Club 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 days of the dissolution to the Registrar of Societies.