

RULES AND REGULATIONS  
of  
NANYANG KUAH SI ASSOCIATION

**1. DEFINITION**

The name of this Association shall be known as Nanyang Kuah Si Association (hereinafter referred to as “Association”).

**2. PLACE OF BUSINESS**

The address of the association shall be at 3B & 3C Jalan Kubor, Singapore 199201 or at such place as may be decided by the Executive Committee from time to time subject to the approval of the Registrar of Societies.

**3. OBJECTS**

The objects for which the Association are to foster friendship and unity among members of the Association, to promote welfare, mutual-co-operation and education.

**4. MEMBERSHIP**

There shall be two categories of membership, comprising Ordinary Member and Associate Member.

Applicants shall bear the surname of hanyu pinyin: Ke (KUAH) and shall be of good character and sound mind, who has attained age of 18 and shall abide by the rules and resolutions of this association.

Applicant shall complete an application form signed by the introducing member and the applicant signifying his desire to be a member. Successful membership is subject to approval of the Executive Committee, and payment of the prescribed entrance fee.

4.1 Application for Ordinary membership is open to any Singapore citizens and Singapore permanent residents;

4.2 Application for Associate membership is open to foreign citizen, who have in possession of a valid visitor permit issued by the Singapore Government, excluding short-term visitor’s permit.

Associate membership shall be deemed revoked on the termination or expiry of such relevant visitor's permit.

5. Requirements of Membership

5.1 Both Ordinary member and Associate Member are required to pay a one-time entrance fee;

5.2 The Executive Committee shall have the right to reject any application for membership without providing any reason whatsoever;

5.3 The Executive Committee shall have the authority to determine the amount of any entrance fees payable by members of the Association and the manner in which the same shall be paid to and collected by the Association.

5.4 Special subscription: No specified amount.

6. Resignation/Termination of Membership

6.1 Ordinary member or Associate member may terminate its membership at any time by giving prior notice in writing to the Executive Committee. Such member shall continue to be liable for all his/her obligations including financial commitments made prior to the effective date of his/her resignation;

6.2 No refund shall be claimed by any resigning or expelled member in respect of any entrance fees or other fees previously paid by such member to the Association.

7. The Executive Committee shall have the power to terminate a member's membership with the Association by reason of any of the following conditions:

7.1 where the member fails to abide by the Constitution and decisions of meetings of the Association and shows no amends after being reprimanded by the Executive Committee;

7.2 where the member has behaved in a manner that is prejudicial to the good reputation and dignity of the Association.

7.3 A member expelled under clause 7 may within one month of the notification of his termination, appeal to the General Meeting of

members against the decision of the Executive Committee. The decision of the General Meeting shall be final.

## **8. RIGHTS AND DUTIES OF MEMBERS**

The following applies to all Ordinary membership:

- 8.1 To elect and to be elected as office bearer of the Association; to requisition for, attend and to speak and vote at any General Meeting;
- 8.2 to enjoy any privileges and rights provided by the Association;
- 8.3 No member shall be entitled to claim any share of the property of the Association, unless otherwise defined herein;
- 8.4 No rights or privileges of membership with the Association shall in any way be transferable but all such rights and privileges shall cease upon the member ceasing to be such whether by death, resignation, expulsion or otherwise.

8.5 The following applies to Associate membership:

- (1) Have the right to participate in the activities of the Association;
- (2) Shall not have the right to be elected, to propose and to vote at General Meetings;
- (3) Associate membership shall not be transferred nor be a subject of inheritance;
- (4) Shall not enjoy any monetary benefit or incentive;
- (5) Be eligible to apply to be a full member upon obtaining Singapore citizenship or Permanent Resident status, subject to the application process.

9. All members shall have the following duties

- 9.1 to observe and respect all the rules and regulations of the Association, including (without limitation) resolutions passed at all meetings of the Association;
- 9.2 to uphold the good reputation and interests of the Association;
- 9.3 Encourage to provide funds and assist in the execution of all activities of the Association.

10. **ORGANISATION**

The supreme authority of the Association is vested in a General Meeting of the members. The administration of the Association shall be entrusted to an Executive Committee.

11. The Executive Committee shall be elected by the members of the Association. Members of the Executive Committee shall be up to thirty (30) and members of the Supervisory Committee shall be 5. The total number of the Executive-Supervisory Committee shall be up to thirty five (35).

12. The Chairman and the Vice-Chairmen of the Executive Committee and the Sub-Committee shall be elected from among the Executive Committee Members.

13. The Chairman of the Supervisory Committee shall be appointed by the Committee Members and the two Auditors shall be elected by all the members of the Association.

14. The Executive Committee shall consist of seven (7) Sub-Committees being:

- (1) General Affairs
- (2) Finance
- (3) Culture & Education
- (4) Youth
- (5) Social Affairs
- (6) Welfare
- (7) Correspondence

Each Sub-Committee shall comprise of one Chairman and Vice Chairman who may nominate members to form its Sub-committee, subject to approval of the Executive Committee.

15. The Chairman, the Vice-Chairmen and the Chairman of each Sub-Committees shall together form a Standing Committee (hereinafter called the "Standing Committee") The Chairman of the Association shall be deemed Chairman of the Standing Committee.

16. The Committee of Trustees of Property shall consist of four (4) Members to be elected by the Members at General Meeting of the Association; and be responsible for the custody of all properties of the Association and shall sign all title deeds of the Association of immovable properties, In the event of a vacancy, the General Assembly shall elect a replacement. The office of the trustee shall be vacated in any of the following events:

- (1) the trustee is absent from Singapore for a continuous period of more than two (2) calendar year;
- (2) bankruptcy of the trustee;
- (3) Being committed to prison for any criminal offence;
- (4) the trustee becomes a mentally incapacitated or is mentally unfit in the opinion of the Executive and Supervisory Committee.

17. POWERS

The General Meeting of Members shall have the power to:

- (1) consider the reports of the Executive Council, any other reports made by the Committees or Sub-Committees and any proposals of the Members properly tendered;
- (2) Amend the Constitution of the Association;
- (3) Make decisions on development of the Association.

18. The Executive Committee shall have powers to:

- (1) execute and implement any decisions, resolutions of a General Meeting;
- (2) make plans for the execution of all matters of the Association;
- (3) approval of admission of new members;
- (4) employ staffs on behalf of the Association

19. The Supervisory Committee shall have powers to

- (1) To review the efficiency of the Executive Committee;
- (2) In respect of any employee or member who has committed a breach of the Constitution of the Association, or acted against the decision of the General Meeting, or in any way injurious to the reputation of the Association, depending on the gravity of the matter, to administer one of the followings:
  - (a) an advice
  - (b) a warning
  - (c) termination/revocation of membership.
- (3) Supervise the accounts of the Association.

20. Powers and Duties of the Chairman, Vice Chairmen of the Association and each Sub-Committee

20.1 The Chairman

- (1) shall be the highest office-holder representing the Association in its external affairs;
- (2) shall have the rights to call General Meeting of the General Assembly, conducting the affairs of the Association and supervise the functions of the various sub-committee;
- (3) Shall sign and safekeeping all important documents of the Association.

20.2 The Vice Chairman

- (1) shall assist the Chairman in his duties;
- (2) shall act for the Chairman in the absence of the Chairman.

20.3 General Affairs Sub-Committee

Chairman of the General Affairs sub-committee shall take charge of all matters relating to the administration of the Association together with matters not specifically assigned to the other Committees and supervises the work of the each committee.

20.4 Finance Sub-Committee

Chairman of the Finance sub-committee shall conduct the finance of the Association, keep accounts of income and expenditure and report monthly balance of accounts to the Executive Committee. The Chairman shall submit an audited balance sheet showing the affairs of the Association and Statement of Income and Expenditure showing the result of the operation of the Association to the Executive Committee before General Meeting.

20.5 Culture and Education Sub-committee

Chairman of the Cultural and Education Sub-Committee shall be responsible for promoting the development of culture, handling all matters of education, and preparing, approving and awarding scholarships and grants.

20.6 Youth Sub-Committee

Chairman of the Youth Sub-Committee shall be responsible for cultivating and enhancing the leadership and organizational skills of young members, and organizing and hosting activities promoting the kinship of the clansman.

20.7 Social Affairs Sub-Committee

Chairman of the Social Affairs sub-committee shall be responsible for all the internal and external social activities of the Association.

20.8 Welfare Sub-Committee

Chairman of the Welfare Sub-Committee shall be responsible for handling the following:

- The caring grant for elderly members;
- Condolences in cases of any committee members being hospitalised;
- Members involved in accidents;
- Bereavement for funerals, and congratulating gifts for celebrations, separately as the case may be.

20.9 Correspondence Sub-Committee

Chairman of the Correspondence sub-committee shall handle all documents and correspondence.

21. Meeting

The meetings of the Association shall be classified as follows:

(1) Annual Annual General Meeting of members (each an “Annual General Meeting”);

(2) Extraordinary General Meetings of members (each an “Extraordinary General Meeting”);

(3) Joint meetings of the Executive Committee and the Supervisory Committee.

22 The Annual General Meeting shall be held in the first quarter of each year.

The business of the Annual General Meeting shall be: -

- (1) To confirm the minutes of the previous Annual General Meeting;
- (2) To receive and adopt the report of the Executive Committee and the accounts for the previous year;

Not less than fourteen (14) days' notice of the Annual General Meeting shall be given to all Ordinary Members specifying the place and time of such meeting. The quorum necessary for convening the Annual General Meeting shall not be less than 36 members present in person. 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 part of the existing constitution. The financial year shall be from 1<sup>st</sup> January to 31<sup>st</sup> December.

23. An Extraordinary General Meeting shall be convened on the written application to the Executive Committee of at least thirty (30). Members of the Association with a written statement of the purpose for which a meeting is desired.

Such a meeting shall be held within fourteen (14) days of the receipt of the application. Notice of Extraordinary General Meeting shall be given to the members not less than seven (7) days before the date of the meeting.

The quorum for the Extraordinary General Meeting shall be 36 members present in person. In the event of there being no quorum at the commencement of an Extraordinary 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 part of the existing constitution.

24. Meeting of the Executive-Supervisory Committee shall be held at least eight (8) times a year and notice of such meeting shall be given to members not less than seven (7) days before the date of the meeting.

- 24.1 The quorum for an Executive-Supervisory meeting shall be ten (10).

25. Any resolutions would be carried if more than half of the members present approved of them or voted for them. If the number on both sides is equal, then the Chairman of the Association shall have the casting vote.

26. **Election**



The incumbent Executive Committee shall form an election committee (hereinafter referred to as “the Election Committee”) sixty (60) days before the expiration of their term of office. The Election Committee shall send out election ballots to all members of the Association for the purposes of electing up to thirty five (35) members to form the next Executive-Supervisory Committee. Members who secured the highest number of votes shall be elected.

27. The elected Executive Committee members shall elect each other for the following positions:
  - (1) One Chairman of the Executive Committee;
  - (2) Up to five Vice-Chairman of the Executive Committee;
  - (3) One Chairman (Secretary) and two Vice Chairman of the General Affair Sub-Committee;
  - (4) One Chairman (Treasurer) and two Vice Chairman of the Finance Sub-Committee;
  - (5) One Chairman and two Vice Chairman of the Cultural and Educational Sub-Committee;
  - (6) One Chairman and two Vice Chairman of the Youth Sub-Committee;
  - (7) One Chairman and two Vice Chairman of the Social Affairs Sub-Committee;
  - (8) One Chairman and two Vice Chairman of the Welfare Sub-Committee;
  - (9) One Chairman and two Vice Chairman of the Correspondence Sub-Committee;
  - (10) One Chairman of the Supervisory Committee and four members of the Supervisory Committee.
  - (11) Up to three Ordinary Committee Members
28. In the event of the resignation of any member of the Executive Committee or Supervisory Committee, the Executive-Supervisory Committee may appoint a candidate from among the reserved list of candidates to replace him.

29. **Terms of Office**

All office bearers of the Association shall hold office for a term of three (3) years but shall be eligible for re-election.

Any office bearer holding the office of Chairman of the sub-committee responsible for overseeing the finance of the Association shall not hold such office for more than two (2) consecutive terms.

30. The outgoing Executive Committee shall within seven (7) days, hand over all files, records and monies of the Association to the new Executive Committee, and be responsible for any error or loss prior to the handing over.

31. **Expenses and Finance**

The income and property of the Association whensoever derived shall be applied towards the promotion of the objects of the Society as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Society or to any of them or to any person claiming through any of them unless rule 37.1 applies.

- 31.1 Any additional fund required for special purposes may only be raised from members with the consent of the General Meeting of the members.

32. **Expenditure Mandate**

- 32.1 The Chairman of the General Affairs Sub-Committee of the Association shall have the right to approve a sum of not more than \$3,000.00 for the expenses of the Association, and subsequently ratified by committee members.

- 32.2 The Chairman of the Association shall have the right to approve a sum of not more than \$10,000.00 for the expenses of the Association, and subsequently ratified by committee members.

- 32.3 Any sums that are above \$10,000.00 shall have to be approved by the Executive Committee Meeting.

33. **Withdraws and Deposits**

- 33.1 Chairman of the Finance Sub-Committee shall not hold more than S\$500 cash. Any excess shall be deposited into the bank account of the Association within 2 working days of receipt.
- 33.2 All cheques of the Association have to be signed by any one from each of the categories (1A+1B) below:
- Category A: Chairman of the Association;  
Vice Chairmen of the Association;
- Category B: Chairman of the General Affairs Sub-Committee; Chairman of the Finance Sub-Committee.
- 33.3 Receipts for entrance fees and special subscriptions must be signed by the chairman and the director of finance before they can be considered valid.

34. **Commendation**

Members who have made substantial contributions to the Association can be

- (1) recognized by presenting an appreciation plaque;
- (2) appointed as Honorary Member ;
- (3) appointed as Honorary Chairman;

Subject to the approval by the joint meeting of the Executive Committee and the Supervisory Committee.

**Bye-laws**

- 35(i). Any additions or alterations to the rules of the association shall be passed at a General Meeting and then submitted to the Registrar of Societies for sanction before they can be considered valid.
- (ii). The rules of the association shall come into force after they have been passed at General Meeting and approved by the Registrar of Societies.

36 **PROHIBITIONS:**

- 36.1 All illegal activities within the premises of the Association are strictly prohibited. The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association, office-bearers, committees or members.
- 36.2 The funds of the association shall not be used to pay the fines of members who have been convicted in Court.

36.3 The Society shall not engage in any trade union activity as defined in any written law relating to trade unions for the time being enforced in Singapore.

36.4 The Association shall not indulge in any political activity or allow its funds and/or premise to be used for political purposes.

**Dissolution**

37. The Association shall not be dissolved except with the consent of not less than three-fourths of the total number of voting members for the time being resident in Singapore, expressed either in person or by proxy at a General Meeting convened for the purpose.

37.1 In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged and the remaining funds shall be divided equally among the members.

37.2 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

38 In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, the Executive Committee shall have power to use their own discretion. The decision of the Executive Committee shall be final unless it is reversed at a General Meeting of members.

39 When there is a difference between the Chinese version of this Constitution and the English version of this Constitution, the English version of this Constitution shall take precedence.

40 Life Membership

Existing Life membership is equivalent to Ordinary membership.