

CONSTITUTION OF

Odia Society of Singapore

NAME

- 1.1 This Society shall be known as the “Odia Society of Singapore”, hereinafter referred to as the “Society” or “OSS”.

PLACE OF BUSINESS

- 2.1 Its place of business shall be at “Blk 2 Joo Chiat Road, #03-1121 Joo Chiat Complex, Singapore 420002 ” or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies. The Society shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

OBJECTS

- 3.1 Its objects are:
- A. To establish a non-political, secular and non-profit society to promote the interests and development of its members and the Odia community in Singapore and abroad.
 - B. To promote and enhance the purposefulness, educational, intellectual, social and cultural level of the members, and the Odia community in all aspects of life.
 - C. To be a resource centre for Odias in Singapore. To publish and propagate publications in all forms of media and promote writings, articles, poetry and other intellectual and educational material for the enhancement of knowledge and traditions of the Odia heritage and culture and all other communities in Singapore and abroad
- 3.2 In furtherance of the above objects, the Society may conduct networking and social events, cultural programs, sporting and recreational events, art

and other creative exhibitions and activities in Singapore. The Society shall also maintain a website for its members to register for various activities and also for new members to join the Society.

- 3.3 The Society shall not engage in activities outside Singapore which are not in accordance with the laws of the foreign country.
- 3.4 The Society shall not engage in any activities that may undermine the racial or religious harmony in Singapore.

MEMBERSHIP QUALIFICATION AND RIGHTS

- 4.1 The Society shall consist of the categories of members stated hereinbelow.

New categories of members may be formed on the recommendation of the Committee from time to time. Membership is open to all persons interested in Odisha and who are resident in Singapore or abroad.

The Society shall consist of members of the following classes and shall be made members by and at the discretion of the Committee.

- I. Ordinary Members
- II. Associate Members
- III. Life Members
- IV. Overseas Members
- V. Corporate Members
- VI. Honorary Members
- VII. Patrons

- A. Ordinary Membership is open to all who are of the Odia ancestry/origin and who are ordinarily resident in Singapore. This category comprises of:

Individual: Open to persons in above category who are at least eighteen years of age at the time of application.

Family: Open to spouse of ordinary member and children below 21 years of age.

Student: Open to all persons eighteen years of age or more who is a full-time student (having a student card) as at the date of application.

- B. Life Members: Open to all individual and family ordinary members upon payment of the prescribed fees as may be decided from time to time by the management committee.
- C. Associate Members - persons who subscribe to the objects of the Society and who may contribute to the enhancement and wellbeing of the Society and who may not qualify to be ordinary members.
- D. Overseas Members: Any ordinary, life or associate member shall be eligible for overseas membership at reduced subscription as may be determined by the management committee from time to time, provided that at the time of application they are resident overseas.
- E. Corporate members: shall be open to any corporation or business entity registered or carrying on business in Singapore. A maximum of two (2) representatives can join the Society for one corporate entity.
- F. Honorary Members: may be conferred by the Management Committee on persons distinguished in public life or having served the Society continuously with distinction.
- G. Patrons: The Society may confer the position of Patron on distinguished persons who may or may not be members for a period of time as the Society may decide from time to time. A Patron shall not be eligible to vote at meetings of the Society. He/she shall contribute to enhance the development of the objectives of the Society

- 4.2 Persons who are below 21 years of age shall not be accepted as members without the written consent of their parents or guardians.
- 4.3 All members shall be entitled to attend the General Meetings of the Society. Only ordinary and life members above the age of 21 years shall have the right to vote and hold office in the Society.

APPLICATION FOR MEMBERSHIP

- 5.1 A person wishing to join the Society shall submit his particulars at the Society's website through the e-form
- 5.2 Any new membership application shall be reviewed and decided by the Management Committee. If there is disagreement amongst the Management Committee Members, then it shall be decided by majority approval.

ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

- 6.1 There shall be a subscription fee payable by members on an annual basis (except life members). In case of marriage of the single member, the membership can be upgraded to family membership on payment of differential fees. In case of divorce, both spouses shall be accorded individual memberships.

Yearly subscription shall be determined by the management committee at its sole discretion from time to time and shall be published in the Society's newsletter and website.

- 6.2 Members who object to the proposed fees by the Committee may bring a resolution to propose a different fee. Members upon attaining 70 years of age shall be accorded the status of member (retired). A retired member shall

pay a reduced yearly subscription to be decided by the management committee from time to time.

- 6.3 Annual subscriptions shall be payable within one month before the expiry of membership. If a member fails to pay within one month from the due date after receiving renewal notification, he/she shall pay an additional late fee equivalent to 25% of the prevailing annual subscription fee.
- 6.4 Any additional fund required for special purposes or for future projects furthering the objects of the society or for management of the society may only be raised from members and well-wishers with the consent of the General Meeting of the members.
- 6.5 A portion of the funds collected from membership and sponsorship (known as “sinking fund fees”) shall be set aside to meet all the statutory expenses of the society to be decided in a General Meeting. The Management Committee shall not have the authority to use the sinking fund without the approval at a General Meeting and shall not in any event exceed 25% of the sinking fund fees in any fiscal year.
- 6.6 The income and property of the Society howsoever 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.
- 6.7 Membership Refund & Cancellation Policy of Odia Society of Singapore membership is as mentioned below.
 - In case any member wants to cancel his or her membership, the member can send written request to OSS secretary to cancel/withdraw his/her membership. Once the cancellation is approved, member will be notified.

- Membership fees once paid are not refundable / transferrable at any circumstances.
- Membership of Odia Society of Singapore is non-transferable
- Once membership is cancelled, the person or the organization have to return back all OSS assets/items in their possession.

SUPREME AUTHORITY AND GENERAL MEETINGS

- 7.1 The supreme authority of the Society is vested in a General Meeting of the members.
- 7.2 An Annual General Meeting shall be held within 3 months after the close of the financial year.
- 7.3 At other times, an Extraordinary General Meeting must be called by the Honorary Secretary on the request in writing of not less than 25% of the total voting membership or thirty (30) voting members, whichever is the lesser, and may be called at any time by order of the Committee.

The notice in writing shall be given to the Honorary Secretary setting forth the business that is to be transacted.

The Extraordinary General Meeting shall be held within two (2) months from receiving this request to hold the Extraordinary General Meeting.

- 7.4 If the Committee does not within two (2) months after the date of the receipt of the written request proceeds to hold an Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall hold the Extraordinary General Meeting by giving ten (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 two (2) weeks' notice shall be given of an Annual General Meeting and at least ten (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 members. The particulars of the agenda shall

The particulars of the agenda shall be posted on the society's website and/or Society's notice board four (4) days in advance of the meeting.

7.6 Voting by proxy is allowed under certain circumstances at all General Meetings and the mode of voting shall be decided from time to time by the Management Committee. Members may be permitted upon request in writing in advance of 48 hours by members who are not able to attend for good reasons, including due to hospitalization or being abroad.

Completed proxy forms in original must reach the society's registered address and/or designated email id mentioned in the notice of General Meeting at least 48 hours before the date of the meeting. Softcopy forms along with proof of hospitalization and / or travel may be accepted for members.

Based on the agenda of the proposed General Meeting, the format and content of the proxy form will be decided by the management committee.

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 Committee.
- b) Include budget for next fiscal year.
- c) Where applicable, the election of office-bearers and Honorary Auditors for the following term.
- d) 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 (1) week before the meeting is due to be held.

- 7.8 At least 25% of the total voting membership or thirty (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.
- 7.9 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 part of the existing Constitution.

MANAGEMENT AND COMMITTEE

- 8.1 The management and administration of the Society shall be entrusted to a Committee consisting of the following to be elected at alternate Annual General Meeting:
1. The President
 2. The Vice-President
 3. The Honorary Secretary
 4. The Honorary Assistant Secretary
 5. The Honorary Treasurer
 6. The Honorary Assistant Treasurer
 7. Ten (10) Ordinary Committee Members

Unless with the prior approval in writing of the Registrar or an Assistant Registrar of Societies, majority of the Committee Members shall be Singapore Citizens. In addition, the President, Honorary Secretary, Honorary Treasurer and their deputies shall be Singapore Citizens or Singapore Permanent Residents. Foreign diplomats shall not serve as Committee Members.

In order to be eligible to stand for any office in the management committee that member must have at least 2 years of continuous membership at the time of nomination and he/she would have paid all financial dues to the society.

8.2 Names for the above offices shall be proposed and seconded at the Annual General Meeting and election by the members and will follow on a simple majority vote of the members.

A. All office-bearers (refer to section 9.7) except the Honorary Treasurer and Assistant Treasurer may be elected (or re-elected) to the same or related post for a maximum of two (2) continuous terms (of 4 years in total).

B.

I.No one in the committee shall hold office in any form upon having served a continuous period of 3 terms (6 years) without a break of one term (2 years)

II.The term of office of the Committee shall be two (2) years.

III.Office holders who have served for two (2) consecutive terms (4 years), and Management Committee members who have served continuously for three (3) terms (6 years) shall not be eligible for any position in management committee thereafter for at least one term (2 years).

C. For reference, President and vice-president, Treasurer and Assistant Treasurer are related posts so also secretary and assistance secretary as well.

D. President, Secretary, Treasures and their deputies are called as Office Bearers. And the office bearers and the ordinary committee members constitute the management committee.

- 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 Committee Meeting shall be held at least once every 2 months after giving seven (7) days' notice to Committee Members. In addition, the President may call a Committee Meeting at any time by giving seven (7) days' notice. Majority of the Committee Members must be present for its proceedings to be valid.
- 8.5 Any member of the Committee absenting himself from three (3) meetings consecutively without satisfactory explanations 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 Registrar of Societies within two (2) weeks of the change.
- 8.6 The duty of the Committee is to organise 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 shall always remain subordinate to the General Meetings.
- 8.7 The Committee has power to authorise the expenditure of a sum not exceeding \$20000 per month from the Society's funds for the Society's purposes.
- 8.8 The committee shall have the power to appoint subcommittees from amongst its membership, and delegate to the subcommittee part of the committee's powers and duties. Such subcommittees shall report their proceedings to the committee as required by the committee and shall conduct their business in accordance with the directions of the committee and in accordance to the constitution, rules and bye laws of the Society.

The committee shall have the power to employ and dismiss staff and decide on the salary, emoluments as the committee deems fit and proper, and in the paramount interests of the Society.

8.9 The committee may from time to time make rules and bye laws for the smooth running of the Society and in accordance to the Constitution and the Societies Act.

Such rule and Bye laws may be altered, amended, added or repealed at any committee meeting and shall come into effect forthwith or upon a date fixed by the committee to give effect to the changes made. Members can bring resolution for discussion & put to vote in the General Meeting if found Bye laws are not in the interest of the members.

DUTIES OF OFFICE-BEARERS

9.1 The President shall ensure the general management and wellbeing of the Society, and shall in particular:

- a- Chair all General and Committee meetings
- b- Be the spokesperson for the Society
- c- Communicate from time to time with other bodies for the purpose of obtaining and transmitting information on all matters likely to prove beneficial to, or of interest to members and to the Society.
- d- Have a casting vote at all meetings
- e- May engage advisory committee to handle exceptional situation

9.2 The Vice-President shall assist the President and deputise for him in his absence.

9.3 The Secretary shall be responsible for the general administration of the secretariat and his duties shall include:

- a- The summoning of all General Meetings of the Society and meetings of the Management Committee.
- b- conduct of correspondence on behalf of the Society, distribution of information to members of the activities of the Society.
- c- The keeping of minutes of General Meetings of the Society and meetings of Management Committee

9.4 The Assistant Secretary shall assist the Secretary and deputise for him in his absence.

9.5 The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Society and shall keep an account of all monetary transactions and shall be responsible for their correctness. He/she is authorised to spend up to \$1000 per month for petty expenses on behalf of the Society. He/she will not keep more than \$5000 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 Vice-President or the secretary.

9.6 The Assistant treasurer shall assist the treasurer and deputise for him in his absence.

9.7 Ordinary Committee Members shall assist in the general administration of the Society and perform duties assigned by the Committee from time to time.

AUDIT AND FINANCIAL YEAR

10.1 Two (2) voting members, not being members of the Committee, shall be elected as Honorary Auditors at alternate Annual General Meeting and will hold office for a term of two years only and shall not be re-elected for a consecutive term. The accounts of the Society shall be audited by a firm of Certified Public Accountants if the gross income or expenditure of the Society exceeds \$500,000 in that financial year, in accordance with Section 4 of the Societies Regulations.

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 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 April to 31st March.

TRUSTEES

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

11.2 The trustees of the Society shall:

- a) Not be more than four (4) and not less than two (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 (1) 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 Society's premises at least two (2) 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 property, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

11.6 Legal Advisor: The Honorary Legal Adviser of the Society shall be appointed or removed at a General Meeting. The Honorary Legal Advisor shall hold office for a period of 2 years unless re-appointed or otherwise decided by the General Meeting.

11.7 Board of Advisors: The Management Committee may appoint a Board of Advisors (up to 5 Advisors) for such period to be determined by the Management Committee. The Board of Advisors shall play the role of advisors only and they shall upon request advise the Management Committee on whatever matters that are referred to it.

VISITORS AND GUESTS

12.1 Visitors and guests may be admitted into the premises of the Society, but they shall not be entitled to any of the privileges of the Society. All visitors and guests shall abide by the Society's Constitution, rules and regulations.

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 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 court of law.

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 indulge in any political activity or allow its funds and/or premises to be used for political purposes.

13.5 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.

13.6 The Society shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities.

AMENDMENTS TO CONSTITUTION

14.1 The Society shall not amend its Constitution without the prior approval in writing of the Registrar of Societies. No alteration or addition/deletion to this Constitution shall be passed except at a general meeting and with the consent of two-thirds (2/3) of the voting members present at the General Meeting.

INTERPRETATION

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

DISPUTES

16.1 In the event of any dispute arising amongst members, they shall attempt to resolve the matter through mediation, to be appointed by the management committee or a disciplinary committee in accordance with this Constitution

Mediation and Disciplinary hearings; The committee may upon receipt of a complaint made against a member refer the complaint to a subcommittee for mediation and /or disciplinary action

There shall be at least 5 members in this subcommittee. At all time there shall be at least 3 members sitting at anyone hearing.

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

DISSOLUTION

17.1 The Society shall not be dissolved, except with the consent of not less than three-fifths ($\frac{3}{5}$) of the total voting membership of the Society for the time being resident in Singapore expressed, either in person or by proxy, at a 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 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 (7) days of the dissolution to the Registrar of Societies.

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