

CONSTITUTION OF DHARMA DRUM (SINGAPORE)

NAME

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

PLACE OF BUSINESS

- 2.1 Its place of business shall be at "146B PAYA LEBAR ROAD #06-01 ACE BUILDING Singapore 409017" 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 promote mind-life and environment protection based on the practice of Chan Buddhism and meditation.
 - b) To promote culture, moral values and education through participation and promotion of activities such as arranging for speakers to give talks on raising the moral standards of living.
 - c) To promote friendship, unity and understanding irrespective of race and cultural background and to enhance peace, harmony and cooperation in our multi-religious and multi-racial society.
 - d) To participate in the social and welfare activities of our community.
 - e) In furtherance of the above objects, the Society may, with the approval of relevant authorities:
 - i) Collect funds for the services and facilities it provides;
 - ii) Accept any gift or property from donors whether subject to trust or otherwise for the purpose of the Society;
 - iii) Print and publish any periodicals, books or leaflets that it thinks desirable or necessary for the purpose of the Society; and iv) Grant donations for any public purposes.

MEMBERSHIP QUALIFICATION AND RIGHTS

- 4.1 Membership is open to people regardless of faith and religion.
- 4.2 Only members who are above 21 years of age and join the Society at least 1 year and above shall have the right to vote and nominate candidate for office in the Society. Nominated candidate should have join the society at least 2 years and above.

APPLICATION FOR MEMBERSHIP

- 5.1 A person wishing to join the Society should submit his particulars to the Secretary on a prescribed form.
- 5.2 The Committee will decide on the application for membership.
- 5.3 A copy of the Constitution shall be furnished to every approved member.
- 5.4 A member who is a natural person is deemed to have consented to the collection, use and disclosure of his personal data by the Society from time to time for the purpose of implementation and administration of any service provided by the Society to its members to receive notices of General Meetings, and other member communications, whether by electronic means or otherwise.

ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

- 6.1 There shall be no entrance fee payable for all members.
- 6.2
 - a) Ordinary member: An Annual subscriptions of S\$40 is payable by an ordinary member.
 - b) Ordinary life member: An Ordinary member would have an option to pay a life fee of S\$500/- on admittance and he/she need not pay any further subscription.
 - c) The Society may also be funded by free-will donations.
- 6.3 For members who are above 70 years of age, the annual subscriptions are waived.
- 6.4 Annual subscriptions are payable within the twelve months of the calendar year. If annual subscriptions are not paid within the calendar year, he will automatically cease to be a member by the end of the next calendar year, unless he paid fully the annual subscriptions that are in arrears and the

annual subscription for the current calendar year.

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

SUPREME AUTHORITY AND GENERAL MEETINGS

- 7.1 The supreme authority of the Society is vested in a General Meeting of the members presided over by the President.
- 7.2 An Annual General Meeting shall be held within 6 months from the date of the end of the financial year..
- 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 Committee. 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 two months from receiving this request to convene the Extraordinary General Meeting.
- 7.4 If the Committee does not within two 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 ten 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 weeks' notice shall be given of an Annual General Meeting and at least ten 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 Society's notice board four days in advance of the meeting.
- 7.6 Unless otherwise stated in this Constitution, voting by proxy shall be allowed at all General Meetings.
- 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) Where applicable, the election of office-bearers for the following term.

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- 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.
- 7.11 The Committee may, at its sole discretion, approve and utilize virtual meeting methods for any meeting of the Society whenever necessary or expedient in accordance with the Virtual General Meeting Procedures.

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MANAGEMENT AND COMMITTEE

- 8.1 The administration of the Society shall be entrusted to a Committee consisting of the following to be elected at each alternate Annual General Meeting:
- A President
 - Up to three (3) Vice-Presidents
 - A Secretary
 - A Treasurer
 - An Assistant Treasurer
 - Up to five (5) Ordinary Committee 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 may be re-elected to the same or related post for a consecutive term of office. Treasurer and the Assistant Treasurer may be re-elected to the same or related post for maximum of four consecutive years. Re-appointment of the outgoing Treasurer may be considered after a lapse of at least two (2) years. The term of office of the Committee is two years.
- 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 three months after giving seven days' notice to Committee Members. The President may call a Committee Meeting at any time by giving five days' notice. At least ½ 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. The Committee shall have the power to remove the Committee member who is co-opted by the Committee before the expiration of his period of office and may appoint another person in his stead. Any changes in the Committee shall be notified to the Registrar of Societies and the Commissioner of Charities within two (2) weeks of the change.
- 8.6 The duty of the Committee is to organise and supervise the day to day activities of the Society. The Committee 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 Where a conflict of interest arises at a Committee meeting, the Committee member concerned should not vote on the matter nor participate in discussions. He or she should also offer to withdraw from the meeting, and the other Committee members should decide if this is required.

DUTIES OF OFFICE-BEARERS

- 9.1 The President shall chair all General and Committee meetings. He shall also represent the Society in its dealings with outside persons.
- a. The Vice Presidential shall assist the President by overseeing the operations and stepping in when the President is unavailable.
- 9.2 The Secretary shall keep all records, except financial, of the Society and shall be responsible for their correctness. He will keep minutes of all General and Committee meetings. He shall maintain an up-to-date Register of Members at all times.
- 9.3 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 is authorised to expend up to \$5,000/- per month for petty expenses on behalf of the Society. He will not keep more than \$5,000/- in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee. Cheques,

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etc. for withdrawals from the bank will be signed by the Treasurer or Assistant Treasurer and President or Vice President or Secretary.

- 9.4 The Assistant Treasurer shall assist the Treasurer and deputise for him in his absence.
- 9.5 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 A firm of Public Accountants and Chartered Accountants shall be appointed as Auditors at each AGM for a term of one year and shall be eligible for re-appointment.
- 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 June to 31st May.

TRUSTEES

- 11.1 If the Society at any time acquires any immovable property, such property shall be vested in a Licensed Trust Company or individual trustees subject to a declaration of trust and on the terms below.
- 11.2 Any trustee may at any time resign from his trusteeship in accordance with the Trustee Act.
- 11.3 The trustees of the Society shall:
- a) Not be more than one (1) Licensed Trust Company or in the alternative, not be more than four (4) and not less than two (2) individual trustees
 - 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.
- 11.4 The office of the trustee shall be vacated:

- a) If the trustee dies or becomes a lunatic or of unsound mind.
 - b) If the trustee is absent from the Republic of Singapore for a period of more than one year.
 - c) If the trustee is an undischarged bankrupt or guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.
 - d) If the trustee submits notice of resignation from his trusteeship.
 - e) If the Licensed Trustee Company is deregistered, bankrupt, or enters into liquidation.
- 11.5 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 and voted on. The result of such General Meeting shall then be notified to the Registrar of Societies and the Commissioner of Charities.
- 11.6 The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies and the Commissioner of Charities.

VISITORS AND GUESTS

- 12.1 Visitors and guests may be admitted into the premises of the Society but they shall not be admitted into the privileges of the Society. All visitors and guests shall abide by the Society's 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 a 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 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 Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 13.6 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.
- 13.7 The Society 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.

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 (2/3) 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 and the Commissioner of Charities.

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 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 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.

DISSOLUTION

- 17.1 The Society shall not be dissolved, except with the consent of not less than 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, or in the event the Society ceases to be a registered charity under the Charities Act, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged, and the remaining funds will be donated to an approved charity or charities with similar objects in Singapore which is or are registered under the Charities Act as the General Meeting of members of the Society may determine.
- 17.3 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies and the Commissioner of Charities.