

CONSTITUTION OF THE HEALTHY AGING ASSOCIATION (SINGAPORE)

1.0 NAME

- 1.1 This Society shall be known as the Healthy Aging Association (Singapore), hereinafter Referred to as the "Society".

2.0 PLACE OF BUSINESS

- 2.1 Its place of business shall be at 60 Paya Lebar Road #04-22 Paya Lebar Square, Singapore 409051 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.

3.0 OBJECTIVES

- 3.1 Its objectives are:-

- a. To help members age well through continuing activities and educational programs on biological, social and clinical aspects of aging.
- b. To encourage members to lead a physically and socially active lifestyle to enable them to continue contributing to family and community life, and to society at large.
- c. To provide and promote the positive aspects of aging and its effect on members' lives.
- d. To encourage a positive outlook towards aging and to raise public awareness on aging and its consequences.
- e. In furtherance of the above objectives, the Society may:
 - encourage and promote research into all aspects of aging, Including, but not limited to, the cause, prevention and cure of disease, and the relief of debility associated with aging.
 - Network with local recreational and international health authorities, specialists, health care providers, voluntary welfare and non-government organizations.

4.0 PATRONS AND PARTONS-IN-CHIEF

- 4.1 The Committee may invite a person (s) of high distinction and status or who has a distinguished reputation to be Patron (s) of the Society. The Committee may also invite any prominent or distinguished person to be Patron-in-Chief of the Society. Such persons must be Singapore Citizens and shall be appointed on an annual basis.

5.0 **MEMBERSHIP QUALIFICATION AND RIGHTS**

5.1 Membership is open to members of the public including individuals suffering from aging and the consequences of aging.

There shall be three categories of membership. They are as follows:-

a. **Honorary Membership**

The Committee may confer Honorary Membership to individual members of the public, who have significant contributions to the Society or to society in general. They shall not have the right to vote or the right to hold office in the Society.

b. **Individual Membership**

Individual Membership shall be open to individual members of the public, including health care professionals and patients suffering from signs and symptoms of aging. Individual members have the right to vote and the right to hold office in the Society.

c. **Spouse Membership**

Spouses of members are entitled to all privileges and rights of membership upon payment of the annual subscription of \$40 or at such rate as may be fixed by the Committee EXCEPT that they are not entitled to attend or vote at any General Meeting of the Society or to hold any elected office in the Society. These rights and privileges shall cease immediately upon the principal member ceasing to be a member of the Society for any reason whatsoever.

5.2 Only one form of membership to the Society may be held at any one time.

5.3 Only members who are above 21 years of age shall have the right to vote and the right to hold office in the Society.

6.0 **APPLICATION FOR MEMBERSHIP**

6.1 A person wishing to join the Society should submit his particulars to the Secretary on a prescribed form.

6.2 The Committee will decide on the application for membership.

6.3 A copy of the Constitution shall be furnished to every approved member upon payment of the entrance fee.

7.0 **ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES**

7.1 An entrance fee of \$80 is payable within two weeks of election of membership, in default of which membership may be cancelled by order of the Committee. The entrance fee for member's spouse will be waived.

7.2 The entrance fees and subscriptions will be determined from time to time by the General Meeting, on recommendation from the Committee.

7.3 Annual Subscriptions are payable as follows:-

Honorary membership	No Fees
Individual membership	\$80 per annum
Spouse membership	\$40 per annum

7.4 Annual subscriptions are payable in advance within the first month of the Club's financial year. If a member falls into arrears with his subscription or other dues, the treasurer shall inform him immediately. If he fails to settle the arrears within 4 weeks of their becoming due, the Chairman may order that his name be posted on the Society's notice board and he be denied the privileges of membership until he settles his account. If he falls into arrears for more than 3 months, he will automatically cease to be a member and the Board may take legal action against him provided that they are satisfied that he has received due notice of his debts.

7.5 Any additional funds required for special purposes may only be raised from members with consent of the general meeting of the members.

8.0 **SUPREME AUTHORITY AND GENERAL MEETINGS**

8.1 The supreme authority of the Society is vested in the General Meeting of the members presided over the Chairman.

8.2 An Annual General Meeting shall be held in December of each year.

8.3 At other times, the Extraordinary General Meeting must be called by the Chairman on the request in writing of not less than 25% of the total voting membership or 30 voting members, whichever is lesser, and may be called at any time 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 2 months from receiving this request to convene the Extraordinary General Meeting.

8.4 If the Committee does not within 2 months after the date of the receipt of the written request proceed to convene the Extraordinary General Meeting, the members who requested the Extraordinary Meeting shall convene the Extraordinary General Meeting by giving 10 days' notice to voting members setting forth the business to be transacted.

8.5 At least 2 weeks' notice shall be given of an Annual General Meeting and at least 21 days' notice of an Extraordinary General Meeting. Notice of meeting stating the date, time and place of meeting together with the agenda, shall be sent by the Secretary to all voting members. The particulars of the agenda shall be posted on the Society's notice board 4 days in advance of the meeting.

- 8.6 Unless otherwise stated in this Constitution, voting by proxy shall not be allowed at all General Meetings.
- 8.7 The following points will be considered at the Annual General Meeting:-
- a. The previous financial year's account and annual report of the committee
 - b. Where applicable, the election of office-bearer and Honorary Auditors for the following term.
- 8.8 Any 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.
- 8.9 At least 25% of the total voting membership or 20 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, except for the purpose as outlines in Clause 17.1
- 8.10 In the event of there being no quorum at the commencement of a General Meeting, the meeting shall adjourned for half an hour and should the number present be insufficient to form a quorum, those present shall be considered a quorum, but they shall no power to amend any of the existing Constitution.

9.0 **MANAGEMENT AND COMMITTEE**

- 9.1 The administration of the Society shall be entrusted to a Committee consisting of the following to be elected at alternate Annual General Meetings:-

A Chairman
A Vice Chairman
A Secretary
A Treasurer
Six Ordinary Committee Members

- 9.2 Names of the above officers shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. All office-bearer, except the Treasurer may be re-elected to the same or related post for 2 consecutive terms of office. The term of office of the Committee is 2 years.
- 9.3 Election will be either by show of hands, subject to the agreement of the majority of the voting members present, by a secret ballot. In the event of tie, the Chairman of the meeting shall have a casting vote.
- 9.4 A Committee Meeting shall be at least once every 3 months after giving seven (7) days' notice to Committee members. The Chairman may call a Committee Meeting at any time by giving five days' notice. At least half of the Committee Members must be present for its proceedings to be valid.

9.5 Any Member of the Committee absenting himself from three meetings consecutively without satisfactory explanation 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 and the Commissioner of Charities within two weeks of the change.

9.6 The duty of the Committee is to organize 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 always remains subordinate to the General Meeting.

9.7 The Committee has power to authorize the expenditure of a sum not exceeding \$50,000 per month from the Society's funds for the Society's purposes.

10.0 **DUTIES OF OFFICE-BEARER**

10.1 The Chairman shall chair all General and Committee Meetings. He shall represent the Society in its dealings with outside persons.

10.2 The Vice-Chairman shall assist the Chairman and deputize him in his absence.

10.3 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.

10.4 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 authorized to expend up to \$3,000 per month for petty cash on behalf of the Society, unless otherwise authorized by the Committee. He will keep not more than \$3,000 in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee. Checks, etc., for withdrawals from the bank will be signed by the Treasurer and either the Chairman, the Vice-Chairman or the Secretary.

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

11.0 **AUDIT AND FINANCIAL YEAR**

11.1 Two voting members, not being members of the Committee shall be elected as Honorary Auditors at alternate Annual General Meetings and will hold office for a term of 2 years only and shall not be re-elected for a consecutive term.

11.2 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 Chairman to audit the Society's account for any period within their tenure of office at any date and make a report to the Committee.

11.3 The financial year shall be from 1st July to 30 June

12.0 **TRUSTEES**

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

12.2 The trustees of the Society shall:-

- a. Not be more than 4 and not less than 2 in number
- 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.

12.4 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 weeks before the General Meeting at which the proposals to be discussed. The result of such General Meeting shall then be notified to the registrar of Societies.

12.5 The address 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 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.

13.0 **VISITORS AND GUESTS**

13.1 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.

14.0 **PROHIBITIONS**

- 14.1 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 Association's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- 14.2 The funds of the Society shall not be used to pay the fines of members who have been convicted in a court of law.
- 14.3 The Society shall not engage in any trade union activity and defined in any written law relating to trade unions for the time being in force in Singapore.
- 14.4 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.
- 14.5 The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 14.6 The Society shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office-bearer, Committee, or members, unless with the prior approval of the relevant authorities.
- 14.7 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.

15.0 **AMENDMENTS TO CONSTITUTION**

- 15.1 No alteration/deletion to this Constitution shall be made except at a General Meeting and with the consent of two-third 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.

16.0 **INTERPRETATION**

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

17.0 **DISPUTES**

17.1 In the event of any dispute arising amongst members, they shall attempt to resolve the matter 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.

18.0 **DISSOLUTION**

18.1 The Society shall not be dissolved, except with the consent of not less than three-fifth 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.

18.2 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 donated to an approved charity or charities in Singapore, which are registered under the Charities Act.

18.3 A Certificate of Dissolution shall be given within seven days of the dissolution to the Registrar of Societies.

AMENDMENTS TO CONSTITUTION

Amendment was made to Clause 7.0 & 7.3 **Entrance Fees, Subscriptions and Other Dues,** of the Constitution of Anti-Aging Association (Singapore), minutes of the First General Meeting held at 5th floor Thomson Medical Centre, 339 Thomson Road, Singapore 307677 held on Tuesday, 11 December 2001 at 5.30pm, that the Annual Membership Fee to be S\$30.00 for individual (Spouse's waived) and the one time entrance fee is S\$20.

Amendment was made to Clause 1.0 **Name** of the Constitution of the **ANTI-AGING ASSOCIATION (SINGAPORE)** now known as the **HEALTHY AGING ASSOCIATION (SINGAPORE)**. The change of name of the society was effective from 3 July 2002, published in the Singapore Government Gazette on 26 July 2002 vide Notification Number 1977.

Amendment was made to Clause 7.0 & 7.3 **Entrance Fees, Subscriptions and Other Dues,** of the Constitution of Healthy Aging Association (S); Minutes of the Meeting on 4 December 2002 held at Thomson Medical Centre, 339 Thomson Road, Singapore 307677 at 8.15am confirmed that renewal of Membership will be S\$30.00 for each member. For New Membership, it will be at S\$50 (entrance fee \$20.00, annual Membership S\$30.00) and additional S\$10 for spouse.

Amendment was made to Clause 7.0 & 7.3 **Entrance Fees, Subscriptions and Other Dues**, of the Constitution of Healthy Aging Association (S), Minutes of the meeting on 7 December 2005 held at Thomson Medical Centre, 339 Thomson Road, Singapore 307677 at 6.00pm confirmed to waive Entrance Fee of S20 for any new members and also for those who paid additional S\$10 for the spouse upon joining, they will be able to continue paying \$10 for the spouse upon the renewal of their Membership, provided the main member continue to renew yearly.

Amendment was made to Clause 11.3 **Audit and Financial Year**, of the Constitution of Healthy Aging Association (S). Minutes of the Meeting on 16 December 2006, held at 5th floor, Thomson Lifestyle Centre, 339 Thomson Road, Thomson Medical Centre, Singapore 307677 at 2.10pm, confirmed that the accounting month would be change to 1st October to 30th September.

Amendment was made to Clause 7.0 & 7.3 **Entrance Fees, Subscriptions and Other Dues**, of the Constitution of Healthy Aging Association (S). Minutes of Meeting on 9 July 2009 held at Thomson Medical Centre, 339 Thomson Road, Singapore 307677 at 8.30am, confirmed that New and Renewal of Membership to be increased to S\$40 for each member, and spouse to S\$15 for New & Renewal Member.