

CONSTITUTION OF MORNING STAR COMMUNITY SERVICES SOCIETY

1. NAME

This Society shall be known as the “Morning Star Community Services (hereinafter referred to as the “Society”).

2. PLACE OF BUSINESS

Its place of business shall be at “No. 4 Lorong Low Koon, Singapore 536450” 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 AFFILIATION

The Society is affiliated to the Titular Roman Catholic Archbishop of Singapore (hereinafter referred to as “the Catholic Church”) and is under her higher direction of the activity proper to the Society.

4 OBJECTS

(4.1) The object of the Society is to improve and strengthen the family life in Singapore. To achieve the above objective, the society shall:-

- (a) Provide a range of services which emphasizes remedial, preventive and developmental programmes for family members.
- (b) Enhance family living skills for optimal development and well-being of each family member through family enrichment services that build on families’ strengths and capabilities. For Christian families, a growing reliance on God will be promoted through formative training and support groups.
- (c) Create opportunities for mutual help and co-operation among families.
- (d) Collaborate with existing network of support organisations to strengthen family functioning and mobilise community resources to meet the needs of the families.

- (e) Assist families with specific needs through information and referral services, therapy and counseling services.
 - (f) Serve as a Catholic family resource and training centre.
 - (g) Do all such other things as are incidental or conducive to the attainment of the above objects.
- (4.2) In furtherance of the above objects and subject to necessary approval from the relevant authorities and the Catholic Church, the Society may purchase, take on, lease or otherwise, land, houses, buildings rights and immovable property of any description or tenure for the purpose of the Society and for that purpose to mortgage, borrow, raise money with or without security in such manner and upon such terms as may be expedient, provided that in the case where the Society shall take or hold any property which may be the subject of any trusts, the Society shall deal with and invest in the same in such manner as allowed by the law, having regard to such trusts.

5 MEMBERSHIP QUALIFICATION AND RIGHTS

- (5.1) Membership shall be open to members of the Catholic Church and others who express a commitment towards fulfilling the objects of the Society.
- (5.2) Applicants below 18 years of age will not be accepted as member without their parent's or guardian's consent in writing.
- (5.3) There shall be two categories of membership, namely Ordinary and Associate. The Ordinary member must be a Singapore citizen while non-Singapore citizens and Singapore Permanent Residents can become Associate members.
- (5.4) Only Ordinary members who are 21 years of age and above shall have the right to vote and to hold office in the Society.
- (5.5) The number of members in the Society shall be unlimited. Only persons whose names are on the Register of Members shall be deemed to be members of the Society.
- (5.6) Any member who wishes to resign from the Society shall inform the Secretary, in writing, of his intention.

6 APPLICATION FOR MEMBERSHIP

- (6.1) A person wishing to join the Society shall 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 ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

- (7.1) The entrance fees and subscriptions shall be determined by the General Meeting on recommendation from the Committee from time to time.
- (7.2) Annual subscriptions are payable in advance within the first month of the year. If a member falls into arrears with his subscription or other dues, he shall be informed immediately by the Treasurer. If he fails to settle his arrears within 4 weeks of their becoming due, the President 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 committee may take legal action against him provided that they are satisfied that he has received due notice of his debts.
- (7.3) The funds of the Society shall be derived from:
 - (a) donations and goodwill offerings;
 - (b) contributions from users of the various programmes and services provided by the Society;
 - (c) proceeds from fund-raising projects;
 - (d) grants and/or subsidies from governmental or other relevant authorities.
 - (e) Membership entrance & annual fees.
- (7.4) Any additional fund required for special purposes may only be raised from members with the consent of the General Meeting of the members.

8 SUPREME AUTHORITY AND GENERAL MEETING

(8.1) Supreme Authority

The supreme authority of the Society is vested in a General Meeting of the members presided over by the President.

(8.2) General Meeting

- (a) An Annual General Meeting shall be held in April once every calendar year. The Annual General Meeting shall be held at such time and place as shall be decided by the Committee
- (b) Any other General Meeting of the members of the Society shall be called an Extraordinary General Meeting. An Extraordinary General Meeting shall be convened on the request in writing of not less than 25% of the total voting membership or 30 voting members, whichever is the lesser, or by order of the Committee. Such request calling for an Extraordinary General Meeting shall be in writing and addressed to the Secretary setting forth the businesses that are to be transacted. The Extraordinary General Meeting shall be convened within 2 months of receiving such request to convene an Extraordinary General Meeting.
- (c) If the Committee fails to convene the Extraordinary General Meeting within 2 months of the date of the receipt of the proper written request to convene an Extraordinary General Meeting, the party who had requested for the Extraordinary General Meeting to be convened may proceed to convene such Extraordinary General Meeting by giving 21 days' written notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Society's notice board.
- (d) Unless otherwise stated in the Constitution, voting by proxy is not allowed at all General Meetings.

(8.3) Notices

- (a) At least two weeks' notice shall be given for the calling of an Annual General Meeting and at least 21 days' notice shall be giving for the calling of an Extraordinary General Meeting. The Notice of meeting shall state the date, time, place of meeting and the business of the meeting and shall be sent by the Secretary to all voting members by ordinary mail. A copy of the Notice shall be posted on the Society's notice board 7 days in advance of the meeting.

- (b) Any member who wishes to include 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.

(8.4) Quorum

- (a) 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.
- (b) In the event there shall be no quorum at the hour stated in the Notice convening the Meeting, the Meeting shall be adjourned for half an hour at which time, should there still not be a quorum, those voting members present shall constitute a quorum. In such an event, the Meeting shall have no power to amend any of the existing Constitution.

(8.5) Business

The following shall be considered at the Annual General Meeting:

- (a) The previous financial year's accounts of the Society and the annual report of the Committee.
- (b) Where applicable, the election of office-bearers and appointment of Honorary Auditors for the following term.
- (c) To transact such other matters as may be tabled in the agenda for the meeting.

9 MANAGEMENT AND COMMITTEE

(9.1) Composition

(9.1.1) The administration of the Society shall be entrusted to a Committee consisting of the following officers to be elected at alternate Annual General Meeting.

- (a) A President
- (b) A Vice-President
- (c) A Secretary
- (d) A Treasurer
- (e) 8 ordinary committee members

(9.2) Election

- (a) Nominations for the above officers shall be proposed and seconded at the Annual General Meeting. A nominee's election to office shall be 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 not more than three consecutive terms of office. The Treasurer will hold office for one term and shall not be re-elected for consecutive terms. The term of office of any member of the committee shall be two (2) years.
- (b) Voting shall be by show of hands or, subject to the agreement of the majority of the members present, by a secret ballot. In the event of a tie, the Chairman of the meeting shall have a casting vote.

(9.3) Function

- (a) The Committee shall manage the day to day activities of the Society and make decisions on matters affecting its operations with the standing and general policies laid down by the Society at its General Meetings.
- (b) The Committee may not act contrary to the expressed wishes of the members at General Meeting without prior reference to it and the Committee shall always remain subordinate to the members at General Meetings.
- (c) The Committee shall furnish a report at the Annual General Meetings on activities of the Society during the previous year. A copy of the report shall also be submitted to the Archbishop.
- (d) A Committee Meeting shall be held at least once every two months after giving seven days' notice to Committee Members. The President may call a Committee Meeting at any time by giving not less than 24 hours notice. At least half of the Committee Members must be present for its proceedings to be valid.
- (e) The Committee shall act by simple majority and in the event of a tie, the Chairman shall have the casting vote.

(9.4) Vacation of Office

The office of the Committee member shall be vacated:

- (a) if he dies or become 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 in the opinion of the General Meeting, he is guilty of misconduct of such kind as to render it undesirable that he continues as a Committee member; or
- (d) if he submits his notice of resignation.
- (e) Any member of the Committee absenting himself from three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee.
- (f) In the event of a vacancy occurring at any time, the Committee may by a majority vote co-opt a member of the Society to serve for the remaining term of such member who had vacated his office. Any changes in the Committee shall be notified to the Registrar of Societies and the Commissioner of Charities within two weeks of the change.

(9.5) Vested Authority

The Committee shall be vested with the authority:

- (a) to act in all matters pertaining to the general affairs of the Society.
- (b) to employ individual persons or numbers of persons at such salaries as it shall think fit, and to determine all other contributions required by law.
- (c) to appoint and terminate the services of all voluntary workers with the Society
- (d) to appoint suitable persons to be patrons, consultants and sponsors and organise sub-committees to fulfill the objectives of the Society.
- (e) to expel any member who acts in any manner prejudicial to the interest of the Society. The member who has been expelled shall be entitled to appeal to a General Meeting of members against the decision of the Committee. A General Meeting shall be convened as soon as practicable for that purpose on request by such member, provided that such request shall be made within two weeks of receipt of the decision of the Committee. The decision of the General Meeting shall be final and binding on such member. If no request is made within the prescribed

time period, the decision of the Committee shall be final and binding on such member.

(f) to authorise any and all monthly expenditure from the Society's funds for the Society's purposes of a sum not exceeding the budget approved by the General Meeting of members. Budgeted expenses of \$10,000.00 and below shall be approved by the President and either the Secretary or Treasurer. All other budgeted expenses shall be brought before the Committee for approval.

(g) to instruct the trustees in respect of any disposition of the immovable property of the Society provided such disposition has been approved by the Society at a general meeting as signified by a resolution of not less than three-quarters (3/4) of the members present at the General Meeting who are entitled to vote.

10 DUTIES OF OFFICE-BEARERS

(a) The President shall chair all General and Committee meetings. He shall also represent the Society in its dealings with third parties.

(b) The Vice-President shall assist the President and deputise for him in his absence.

(c) 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.

(d) The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Society and shall keep account of all monetary transactions and shall be responsible for their correctness. Cheques, etc. for withdrawals from the Society's bank or banks shall be signed by the Treasurer and either the President or Vice-President or the Secretary.

(e) The Ordinary Committee Members shall assist in the general administration of the Society and perform such other duties as may be assigned by the Committee.

11 SPIRITUAL DIRECTOR

(11.1) A Spiritual Director shall be appointed or removed after consulting the committee, wherever this is expedient, by the Catholic Church to advise the

society on religious matters and look after the spiritual welfare of the members.

(11.2) The Spiritual Director shall have the right to be present at all committee meetings but have no voting rights.

12 AUDIT AND FINANCIAL YEAR

(12.1) Two 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 2 years only and shall not be re-elected for a consecutive term.

(12.2) The Honorary Auditors shall:

(a) 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.

(12.3) The financial year shall be from 1st February to 31st January.

(12.4) A yearly statement of account should be submitted to the Catholic Church and must also faithfully account for the disbursement of contributions and alms which it has collected.

13 TRUSTEES

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

(13.2) The trustee of the Society 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 or any other disposition of the property without the prior approval of the General Meeting of members, after having observed the norms of alienation in the Code of Canon Law of

the Catholic Church, and subject always to the prior written consent of the Catholic Church.

(13.3) 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 kind as to render it undesirable that he continues as a trustee.
- (d) If he submits notice of resignation from his trusteeship.

(13.4) 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 proposal is to be discussed. The result of such General Meeting shall then be notified to the Registrar of Societies and the Commissioner of Charities.

(13.5) 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.

14 VISITORS AND GUESTS

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

15 PROHIBITIONS

(15.1) 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.

(15.2) The funds of the Society shall not be used to pay for the fines of members who have been convicted in a court of law.

- (15.3) 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.
- (15.4) 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.
- (15.5) The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- (15.6) 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.
- (15.7) 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.

16 AMENDMENTS TO CONSTITUTION

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 and the Commissioner of Charities and the written approval of the Catholic Church.

17 INTERPRETATION

In the event of any question or matter arising out of any point which is not expressly provided for in this Constitution, the Committee shall have power to use its own discretion. The decision of the Committee shall be final unless it is reversed at a General Meeting of members.

18 DISPUTES

In the event of any disputes 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 the Catholic Church for settlement. They may also bring the matter to a court of law for settlement as the last resort.

19 DISSOLUTION

- (19.1) The Society shall not be dissolved, except with the consent of not less than 3/5 (three-fifths) 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, and with the prior written consent of the Catholic Church.
- (19.2) 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 is or are registered under the Charities Act as the General Meeting of members may determine, after having observed the norms of alienation in the Code of Canon Law of the Catholic Church, and subject always to the prior written consent of the Catholic Church.
- (19.3) A Certificate of Dissolution signed by the President, the Secretary and the Treasurer shall be sent to the Registrar of Societies and the Commissioner of Charities within one week of the dissolution of the Society.