



Rules of
The Eurasian Association
Singapore
(Established July 1919)

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THE EURASIAN ASSOCIATION, SINGAPORE

1 Name

The name of the Association shall be “The Eurasian Association, Singapore”.

2 Objects

The objects of the Association shall be:-

- (a) To promote the economic, social, cultural, moral, physical and intellectual advancement of all Eurasian Singaporeans and Eurasian Permanent Residents.
- (b) To co-ordinate projects for the advancement of Eurasians in Singapore and to undertake public education and awareness programmes for them.
- (c) To initiate, organise and manage self-help and relief schemes to enhance the quality of the lives of Eurasians in Singapore.
- (d) To promote the education of Eurasians in all fields and at all levels of education and to participate, and assist in educational programmes and undertakings to raise their educational level.
- (e) To do all such things as are in furtherance of the above objects or any of them.

3 Membership

The Association shall consist of the following categories of Members:-

- (a) Ordinary;
- (b) Ordinary Life;
- (c) Associate;
- (d) Associate Life;
- (e) Junior; and
- (f) Honorary.

4 Ordinary Membership

- (a) All Eurasian Singaporeans and Permanent Residents of the age of eighteen and above, both male and female, as hereinafter specified shall be eligible for Ordinary and Life Membership.
- (b) A Eurasian for the purpose of these Rules only is a person:-
 - (i) Who is of both European and Asian ancestry;

OR

- (ii) Whose family has been accepted as Eurasian by custom and tradition.

5 Application for Membership

Application for any class of Membership of the Association shall be in such form and manner as may be prescribed by the Committee from time to time.

6 Election of Members

The election of Members shall be by the Committee and by a majority of four-fifths of the Members voting who shall not be less than seven. The voting shall be by closed ballot if so desired by any Member of the Committee. The decision of the Committee shall be final and no appeal shall lie from their decision to any other Meeting or to a Court of Law.

7 Notice to Member Elected

Immediately upon the election of a Member, notice thereof shall be given to him and he shall be furnished with a copy of the Rules.

8 Subscription

An Ordinary or Associate Member shall pay an annual subscription of \$12.00 immediate on admission to Ordinary or Associate Memberships and thereafter on 1st January or each succeeding calendar year provided that the Committee may in its sole discretion waive payment of the whole or any portion of the subscription normally payable by an Ordinary or Associate Member for such period as the Committee may in its discretion decide.

9 Life Membership

An Ordinary Life or Associate Life Member shall pay a single subscription of \$60.00 in one lump sum immediately on admission to Ordinary Life or Associate Life Membership and shall not thereafter be liable for payment of any further subscription provided that the Committee may in its sole discretion waive the whole or any portion of the subscription normally payable by an Ordinary Life or Associate Life Member.

10 Associate Membership

- (a) Any Eurasian of the age of eighteen years and above, who is neither a Singaporean or PR and who may or may not be resident in Singapore, may apply for Associate International Membership. An Associate International Member shall pay a single subscription of \$60.00 in one lump sum immediately on admission to Associate International Membership and shall not thereafter be liable for payment of any further subscription.
- (b) The provisions of Rules 5, 6, 7 and 13 shall apply *mutatis mutandis* to members who are admitted to the Associate, Associate Life and Associate International Membership of the Association.
- (c) An Associate, Associate Life or Associate International Member shall enjoy all the privileges of an Ordinary Member, except that he will not be eligible to hold office on the Committee or be entitled to vote at General Meetings.

11 Honorary Members

Honorary Membership may be conferred by the Committee on any person who is distinguished in public life or by service to the Eurasian community or the Association. An Honorary Member shall not be required to pay any entrance fee or subscription, and shall enjoy all the privileges of an Ordinary Member, except that he will not be eligible to hold office on the Committee or be entitled to vote at General Meetings.

12 Visitor of the Eurasian Community House

Visitor of the Eurasian Community House status may be conferred by the Committee on any person whom the Committee in its sole discretion deems fit and whose visits and fellowship would benefit the Eurasian community or the Association. The number of Visitors of the Eurasian

Community House shall not exceed five (5) at any time. A Visitor of the Eurasian Community House shall not be required to pay any entrance fee or subscription, and shall enjoy all the privileges of an Ordinary Member, except that he will not be eligible to hold office on the Committee or be entitled to vote at General Meetings.

13 Members in Arrears

If any Member shall fail to pay his subscription after it has become due, notice shall be sent to him calling his attention thereto. If such subscription be not paid by 31st March of each year, the defaulter may be struck off the Register of Member. After being struck off should the defaulter at any time give to the Committee a satisfactory explanation he may, upon payment of all arrears or not in each case in the discretion of the Committee, be reinstated as a Member.

14 Resignation of Members

Any Member may resign his Membership by giving to the Honorary Secretary notice in writing to that effect. Every such notice shall, unless otherwise required, be deemed to take effect as from the quarter day following the receipt thereof.

15 Expulsion of Members

If any Member fails in the observance of any of the Rules, Bye-Laws or Regulations of the Association or shall be guilty of any act, practice or conduct which in the judgment of the Committee renders him unfit to remain a Member of the Association or if for any other reason the Committee consider it undesirable that any Member should remain a Member of the Association the Committee may, by a Resolution of the majority of Members of the Committee at a Meeting specially called for the purpose and after giving such Member fourteen clear days' notice in writing of such Meeting at which he may attend, call upon the Member to resign and should such Member fail to resign forthwith the Committee may revoke his or her status (as the case may be) in any category of membership of, and declare that such Member is excluded from the Association and thereupon notice in writing of the Resolution shall be given to the Member affected thereby.

Any such Member may appeal to the Members against the decision of the Committee at an Extra-Ordinary General Meeting convened under the provisions of Rule 24. Should such appeal fail the Member shall cease to be

a Member of the Association and no appeal from the decision of the Extra-Ordinary General Meeting shall be made to any other Meeting or to a Court of Law.

15A Revocation of Conferment of Visitor of the Eurasian Community House

If in the sole judgment of the Committee, any person who has been conferred with the status of Visitor of the Eurasian Community House shall have knowingly failed in the observance of any of the Rules, Bye-Laws or Regulations of the Association or knowingly done any act, or displayed any conduct which renders him (or her as the case may be) unfit to remain as a Visitor, or if for any other reason the Committee in its sole discretion considers it undesirable that any person should remain a Visitor of the Eurasian Community House, the Committee may, by a Resolution of the majority of Members of the Committee at a Meeting specially called for the purpose and after giving such person fourteen clear days' notice in writing of such Meeting at which he may attend, revoke the conferment of Visitor status on that person, and thereupon notice in writing of the revocation shall be given to the person affected thereby.

16 Effect of Ceasing to be a Member

Any person shall upon ceasing to be a Member forfeit all rights, privileges and claims upon the Association its property and funds.

17 Youth Movement and Junior Membership

- (a) There shall be an Associate Section of the Association called the "Eurasian Youth Movement". The Movement shall be governed by such Regulations as may from time to time be made by the Committee.
- (b) Any Singaporean or Permanent Resident under the age of eighteen years, one of whose parents would be entitled to apply for Ordinary or Associate Membership under Rule 4 and Rule 10 hereof, may apply for Junior Membership.

The application shall be made in the manner and in such form as may be prescribed by the Committee from time to time.

- (c) A Junior Member shall enjoy all the privileges of an Ordinary Member, except that he will not be entitled to vote at General Meetings or be eligible to hold office on the Management Committee.

18 Management

- (a) The entire management of the Association shall be vested in a Committee of eleven consisting of a President, a 1st Vice-President, a 2nd Vice- President, an Honorary Secretary, an Assistant Honorary Secretary and an Honorary Treasurer (hereinafter collectively called ‘Office Bearers’) and five Members all of whom shall be elected at the Annual General Meeting.
- (b) Members of Committee shall hold office for the tenure provided below and until such time as new elections shall be effected in accordance with the Rules.
- (c) The tenure of office of the Committee should be for a period of 2 years from the Annual General Meeting at which the Committee was elected and the post of the Honorary Treasurer shall not be held by the same Member for more than 2 terms consecutively.

19 Election of Members to Committee

- (a) Any two Members may by notice in writing to the Honorary Secretary received at least fourteen days before the General Meeting and in the form proposed by the Committee propose any candidate or candidates as Office Bearers or Committee Members. The consent of the proposed candidate must be communicated to the Honorary Secretary at the same time.
- (b) Voting for the election of Office Bearers or Members of the Committee shall be by a show of hands or at the request of any Member by closed ballot provided always that when more than two persons are nominated for the post of President or for either of the post of 1st Vice-President or 2nd Vice-President, voting shall be by closed ballot and by the process of elimination.
- (c) The Candidate who shall receive most votes shall be declared elected and in case of two or more Candidates receiving an equal number of votes, the Chairman of the Meeting shall have a second or casting vote.
- (d) Candidates shall signify their willingness to act either in person or in writing.

20 Vacancies on Committee

- (a) The Committee shall have power to fill vacancies in their body including the offices of 1st Vice-President and 2nd Vice-President, during their term of office, but when a vacancy occurs in the office of President, the 1st Vice- President and 2nd Vice-President shall *ipso facto* respectively become President and 1st Vice-President, or, if the office of 1st Vice- President is at that time vacant, the 2nd Vice-President shall *ipso facto* become President, and the Committee shall have power, in their sole discretion, to fill (or not to fill, as the case may be), the resulting vacancies in the offices of the 1st Vice-President and 2nd Vice- President.

Provided always that in filling vacancies the Committee shall whenever practicable appoint to such vacancies such persons who were next in order of election for the relevant post or posts at the preceding General Meeting.

- (b) The Committee shall be empowered to co-opt from time to time such additional Members up to a total of five persons as they may deem necessary or expedient to be Members of the Committee. Such co-opted Members shall have the right to vote at Committee Meetings.
- (c) Any changes in the Committee (whether arising under Rule 20(a) or Rule 20(b), or any other Rule herein), shall be notified to the Registrar of Societies and Commissioner of Charities within two weeks of the change.

21 Meetings of Committee

- (a) The Committee shall meet at least once every two months and at other times at the request of at least three Members of the Committee.
- (b) At all Meetings seven shall form a quorum.
- (c) Any Committee Member absenting himself from three consecutive meetings without giving explanation satisfactory to the Committee shall cease to be a Member of Committee.
- (d) Whenever any Committee Member (whether or not holding any office in the Committee) has in any way, directly or indirectly, an interest in any transaction, project or other matter to be discussed, considered

or voted on at any meeting of the Committee, the Committee Member shall disclose the nature of his interest before the discussion, consideration or voting of the matter begins.

- (e) The Committee Member(s) concerned (under Rule 21(d) above) should not participate in the discussion nor vote on the matter, and should also offer to withdraw from the meeting, and the Committee shall thereupon decide if the offer(s) to withdraw should be accepted.

22 Sub-Committees

The Committee may from time to time appoint such Sub-Committees as they may deem necessary or expedient and may depute or refer to them such of the powers and duties of the Committee as the Committee may determine. Such Sub-Committees shall report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee. The members of such Sub-Committees may include Members or persons, not being Members, whose co-operation is deemed by the Committee to be desirable.

23 Board of Advisors

- 23.1** The Committee may from time to time appoint such persons of standing and experience as it may deem necessary or expedient in its sole discretion as Advisors on a Board of Advisors, to offer advice and guidance on such matters as the Committee may request of the Board of Advisors.
- 23.2** An Advisor may be appointed for such term or terms, and may be removed or replaced at any time, as the Committee may in its sole discretion decide.

24 Bye-Laws and Regulations

The Committee shall have power from time to time to make repeal and amend all such Bye-Laws and Regulations (not inconsistent with these Rules) as they shall think expedient for the management and well-being of the Association.

All Bye-Laws and Regulations so made shall be binding upon the Members until repealed by the Committee or set aside by a Resolution at a General Meeting.

25 Annual General Meeting

The Annual General Meeting of the Association shall be held by the month of April each year upon a date and at a time to be fixed by the Committee for the following purposes:-

- (a) To receive from the Committee a Report, Balance Sheet and Statement of Accounts for the preceding financial year.
- (b) To elect Office Bearers and Members of Committee.
- (c) To appoint a firm of public accountants for the ensuing year.
- (d) To decide on any Resolution which may be duly submitted to the Meeting as hereinafter provided.
- (e) To discuss any other matters arising in accordance with the Objects and Rules of the Association.

26 Notice of Resolution

Any Member desirous of moving any Resolution at the Annual General Meeting shall give notice thereof in writing to the Honorary Secretary before the first day of April in each year.

In the event of a Member being desirous of moving any resolution arising out of the Annual Report Notice thereof shall be given at least fourteen days before the date of the Annual General Meeting and such Resolution shall be dealt with at the Annual General Meeting unless the Members there at otherwise decide on a vote being taken.

27 Extra-Ordinary General Meeting

The Committee may at any time for any special purpose call for an Extra-Ordinary General Meeting (EGM) and they shall do so forthwith upon the requisition in writing of at least ten Members stating the purpose for which the Meeting is required.

Fourteen days' notice shall be given of the convening of any EGM and the business to be transacted thereat and no business other than that of which notice has been given shall be brought to such Meeting.

No EGM shall be convened for the same purpose within the following six months.

28 Notice of General Meeting

Twenty-eight days at least before the Annual General Meeting a notice of such Meeting and of the business to be transacted and, if applicable, copies of the Committee's Report, Balance Sheet and Statement of Accounts and any Resolutions to be moved shall be sent to every Member whose address is registered with the Honorary Secretary and no business other than that of which notice has been given shall be brought forward at such Meeting.

29 Proceedings at General Meetings

- (a) At all General Meetings the President shall take the Chair, and in the absence of the President, the following persons shall take the Chair in the following order of priority: the 1st Vice-President; in the absence of the 1st Vice-President, the 2nd Vice-President; in the absence of the 2nd Vice- President, a Member elected by the Members present to take the Chair.
- (b) Every Ordinary or Life Member present shall be entitled to one vote and in case of an equality of votes the Chairman shall have a second or casting vote.

30 Quorum

The quorum at all General Meetings shall be at least 50 Members who are entitled to vote and in the event of there being no quorum, the meeting shall stand adjourned for half-an-hour, and should the Members then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to alter, amend or make additions to any of the existing rules.

31 Financial Year

The Financial Year of the Association shall end on the 31st day of December of each year to which day the accounts shall be balanced.

32 Audit of Accounts

The Accounts shall be audited by a certified public accountant which shall be appointed at each Annual General Meeting.

33 Interpretation of Rules

The Committee is the sole authority for the interpretation of these Rules and of the Bye-Laws and Regulations made thereunder and the decision of the Committee during its term of office upon any question of interpretation or upon any matter affecting the Association and not provided for by these Rules or by the Bye-Laws and Regulations made thereunder shall be final and binding on the Members unless and until reversed at a General Meeting.

34 Amendment of Rules

These Rules may be added to, repealed or amended by Resolution at any Annual or EGM provided that no such Resolution shall be deemed to have been passed unless it be carried by a majority of at least two-thirds of the Members voting thereon.

Any alterations, amendments, repeals or additions to the rules of the Association shall not become effective without the prior sanction of the Registrar of Societies, and the Commissioner of Charities.

35 Investments

The Committee shall be empowered to engage in any investment solely for the benefit of the Association. The extent of any such investment shall be limited to the Association's assets.

36 Dissolution

- (a) The Association shall be liquidated on a Resolution to be carried at a General Meeting convened for the purpose whereat a Liquidator shall be appointed.
- (b) The Association shall not be dissolved, except with the consent of not less than $\frac{3}{5}$ of the Members of the Association for the time being resident in Singapore expressed, either in person or by proxy at a General Meeting convened for the purpose.
- (c) The assets remaining in the hands of the Liquidator after discharge of liabilities shall be given to the Government of Singapore or such other organisations with similar objects which are approved institutions of a public character registered under the Charities Act as the Members shall decide.

- (d) Notice of dissolution shall be given within 14 days of the dissolution to the Registrar of Societies, and the Commissioner of Charities.

36A Cessation of Charity Status

If the Association ceases to be a registered charity under the Charities Act, and:

- (a) if the Association shall continue to lawfully operate as a registered society but without registration as a charity, the assets remaining in the hands of Association, or
- (b) if the Association is dissolved, the assets remaining in the hands of the Liquidator after discharge of liabilities, shall be given to the Government of Singapore or such other organisations with similar objects which are approved institutions of a public character registered under the Charities Act (Chapter 37) as the Members shall decide.

37 Prohibitions

- (a) Unlawful gambling or gaming of any kind, including but not limited to the playing of games of chance, such as paikow or mahjong, whether for stakes or not, are forbidden on the Association's premises. The introduction of materials for gambling or for the consumption or trafficking of controlled drugs and banned substances, and of bad characters into the premises is prohibited.
- (b) The funds of the Association shall not be used to pay the fines of Members who have been convicted in Court.
- (c) The Association shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any Trade Union activity as defined in the Trade Unions Act (Chapter 333).
- (d) The Association 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, except such lottery for which a permit shall have been granted by the Commissioner of Estate Duties under the Private Lotteries Act (Chapter 250).
- (e) The Association shall not indulge in any political activity or allow funds and/or premises to be used for political purposes.

38 Patron

The Committee shall be empowered to appoint for life or such term as in its discretion shall be appropriate any one or more prominent Singaporean (s) to be a Patron or Patrons (as the case may be) of the Association.

39 Trustees

- (a) If the Association at any time acquires any immovable property, such property shall be vested in Trustees subject to a declaration of trust.
- (b) There shall be not less than three nor more than six Trustees in office at any one time appointed by the Committee on the recommendation of the Trustees in office provided that the Trustees of the Endowment Fund of the Association in office at the coming into force of these rules shall be deemed to be Trustees appointed in accordance with these rules.
- (c) The Trustees may at any time recommend to the Committee and the Committee shall within thirty days of receipt of such recommendation appoint as Trustee an appointee recommended by the Trustees subject to the maximum number of Trustees not exceeding six at any one time provided that in the event the number of Trustees in office is less than three at any one time the remaining Trustees shall within thirty days of such event recommend to the Committee an appointee or appointees for appointment as Trustee or Trustees and the Committee shall within thirty days of receipt of such recommendation appoint the recommended appointee or appointees as Trustee or Trustees. Should the Trustees remaining in office for any reason not make any recommendation to the Committee for appointment of any new Trustee or Trustees within thirty days of the number of Trustees falling to less than three the Committee in its sole discretion shall appoint a new Trustee or Trustees to make up the required minimum number of three Trustees.
- (d) This Rule 39(d) shall come into effect upon the approval by the Members and by the Registrar of Societies, whichever date is the later (the “**Effective Date**”). Every Trustee first appointed to office on or after the Effective Date shall be appointed for a term of five (5) years each. At the expiry of his first term of five (5) years, the Committee may, in its sole discretion, and after giving written notice to all the Trustees, reappoint any Trustee for a second consecutive term of five (5) years.

- (e) For the purpose of Rule 39(d) above, every Trustee appointed before and serving in office on the Effective Date shall, subject to Rule 39(h) and Rule 39(i) below, remain in office for a term of five (5) years commencing on the Effective Date, after which the Committee may, in its sole discretion, and after giving written notice to all the Trustees, reappoint that Trustee for a second consecutive term of five (5) years.
- (f) Notwithstanding anything to the contrary in these Rules, every Trustee, whether appointed under Rule 39(d) or Rule 39(e), shall only be eligible to serve for a maximum of two (2) **consecutive** terms in office.
- (g) In the event the Committee does not for any reason appoint any new Trustee or Trustees recommended by the Trustees in office within thirty days of receipt of such recommendation the Trustees may require the Committee to call a General Meeting for the purpose of seeking approval for appointment of the recommended appointee or appointees.
- (h) The office of Trustee shall be deemed to have been vacated in the event a Trustee:
 - (i) emigrates from Singapore or is absent from Singapore without the consent and approval in writing of the other Trustees and the Committee for a continuous period of not less than one year; or
 - (ii) tenders notice of retirement or resignation as Trustee in writing to the Committee; or
 - (iii) is found by the Committee after due inquiry to be guilty of misconduct of such nature that it would be undesirable for the Association that he continues to serve as Trustee; or
 - (iv) is declared by a court of law to be bankrupt;
 - (v) dies while in office or is certified to be mentally or physically incapable of adequately carrying out the duties and responsibilities of Trustee; or
 - (vi) has completed his term(s).

- (i) A Trustee may be removed from office by resolution at a General Meeting.
- (j) No claim shall be made by the Association, its Members or the Committee against any Trustee for any act of commission or omission in the performance of his duties and responsibilities as Trustee except where there is fraud or breach of trust by a Trustee and save as aforesaid every Trustee shall be indemnified by the Association from and against all liabilities, costs, expenses and payments whatsoever which may be incurred or suffered in the course of performance of the duties and responsibilities as Trustee.
- (k) Endorsement by resolution by the majority of Trustees in office and by the General Meeting of Members at the relevant time shall be required for the Committee to sell, dispose of, assign, convey, transfer, mortgage or encumber legal or beneficial interest in any immovable property or any major asset of the Association. A “major asset” for this purpose shall be any movable property or funds of the Association exceeding in value 15% of the net current assets of the Association as stated in the latest published Annual Report and Accounts of the Association not including the Endowment Fund.
- (l) 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 Association’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 Commissioner of Charities.
- (m) The address of each immovable properties, name of each Trustee and any subsequent change must be notified to the Registrar of Societies and Commissioner of Charities.

BUSINESS BYE-LAWS

For regulating the transaction of business at Meetings.

General Meetings

1. Every motion or resolution shall be seconded before it is discussed.
2. Any Member desirous of proposing an amendment to a Motion or Resolution shall put the amendment in writing and sign and deliver it to the Secretary who shall add thereto the name of the Seconder. No proposed amendment shall be withdrawn without the leave of the majority of the Members present.
3. Only one amendment shall be submitted for discussion at one time, including any proposed amendment to an amendment. If the amendment is carried it shall displace the original motion or resolution or amendment it seeks to amend, and become itself the motion before the Members.
4. No notice shall be required in the case of a motion for adjournment. Any Member may on a motion for adjournment speak on any matter relating to the general work of the Association but no discussion thereon shall ensue and no resolution shall be moved.
5. No Member may speak more than once on any motion or resolution except
 - (a) in explanation where he has been misrepresented or misunderstood or
 - (b) in the case of the Mover of a motion or resolution who shall have the right of reply.

Committee Meetings

6. Meetings of the Committee shall be either ordinary or special.
7. Special Meetings may be convened by the President at any time.
8. No business shall be transacted at a Special Meeting other than that specified in the notice convening such meeting.
9. At least five clear days notice of all Ordinary meetings shall be given to each Committee Member. Such notice shall specify so far as possible the business to be transacted at such Meeting.

10. In case notice be not given to all Committee Members in accordance with the last preceding Bye-Laws, the proceedings held or taken at such Meeting shall not thereby be invalidated but the Committee Members concerned shall not be bound down by Bye-Law 14 should the occasion arise.
11. Business should commence at the time appointed by the notice convening the meeting or so soon thereafter as a quorum is present, but if no quorum be present before the expiry of 30 minutes at least from the time specified in the notice convening the meeting, the meeting shall thereupon stand adjourned.
12. The first business of the meeting shall be the consideration of the minutes of the last preceding meeting.
13. At Committee Meetings it shall not be necessary for any motion or resolution to be seconded before discussion and a vote being taken.
14. No motion to rescind any motion or resolution which has been passed or to renew any motion which has been rejected shall be submitted to Committee unless a period of at least three months has elapsed unless notice of such motion signed by at least three Members is given by the Mover to all Committee Members at least three days before the relevant meeting.
15. Notwithstanding the preceding Bye-Laws, in any case where the Committee by a majority decide that the matter is one of urgency and ought to be proceeded with immediately, such motion may be proceeded with before the expiration of the three months required and without the necessity of any formal notice thereof.
16. The Committee shall vote by a show of hands or at the request of any Member, without any reason being given, by closed ballot. Any Member may propose a division and if such proposal is accepted by a majority, every Member shall be required to give his vote. In the case of equality of votes the Chairman shall have a second or casting vote.
17. The President shall be Chairman of all Meetings and in his absence the 1st Vice- President, and failing him (or her as the case may be), the 2nd Vice-President. In the absence of the President and both the Vice-Presidents, the Members present shall elect a Chairman for the particular meeting.

Sub-Committee

18. All Bye-Laws governing Committee Meetings shall apply to meetings of Sub- Committees wherever possible.

General

- 19.** No person except Members shall be admitted to any Meeting unless,
- (a)** At a General Meeting all Members present consent,
 - (b)** At a Committee or Sub-Committee Meeting all Members of the Committee or the Sub-Committee present consent.
- 20.** No Member at any meeting shall converse aloud or make any noise or disturbance whilst any other Member is speaking or any matter is being considered except to call to order. In the event of any grave disorder the Chairman may request the Member to retire and if necessary take all steps necessary for his removal.
- 21.** The Chairman shall decide points of order and any matter of procedure not covered by the Rules and his decision shall be final.

AGM BYE-LAWS

22. Convening the Annual General Meeting

The Committee shall decide on:-

- (a)** the date of the forthcoming Annual General Meeting (“AGM”) (which shall be on or before 30 April); and
- (b)** the place and time at which the AGM is to be held.

23. Notice

23.1 The Committee shall issue the Notice of the AGM by ordinary post at least 28 days prior to the date of the AGM (exclusive of the date of issue and the date on which the AGM has been convened) to all Members.

23.2 Each Notice of AGM shall contain-or be accompanied by the following information and documents:-

- (a)** the date, venue and time at which the AGM will be held;
- (b)** the agenda of ordinary business to be transacted, namely
 - (i)** President’s address;
 - (ii)** to confirm the minutes of the last AGM;
 - (iii)** Matters arising from the minutes of the last AGM;

- (iv) to receive the Committee's Report, the Balance Sheet and the Statement of Accounts for the preceding year;
 - (v) to elect office Bearers and Members of Committee;
 - (vi) to appoint a firm of public accountants for the ensuing year;
 - (vii) to consider any Resolution which has been duly submitted;
 - (viii) to discuss any other matters arising in accordance with the Objects and Rules of the Association.
- (c) a copy of:
- (i) minutes of the preceding AGM;
 - (ii) the Committee's Report;
 - (iii) the Balance Sheet and Statement of Accounts; and
 - (iv) any Resolution to be moved;
- (d) a summary of registration procedures in accordance with paragraph 26 below;
- (e) a statement that Members are entitled to attend and vote in person only and not by proxy;
- (f) a statement that non-Members should not attend;
- (g) a statement that nominations for Office Bearers and Committee Members must be received by the Committee at least 14 days before the AGM and must be in the prescribed form, as attached to the Notice; and
- (h) the prescribed form for nominations of Office Bearers and Committee Members.

24. Further Notice

The Committee shall circulate to all Members entitled to receive Notice of the AGM, not later than 7 days before the AGM, notice of:-

- (a) all nominations for Office Bearers and Committee Members;
- (b) all proposals for Resolutions (if any); and

- (c) names of Registration Officers and persons appointed by the Committee to issue ballot slips.

Registration Procedures on the Date of the AGM

25. Organisation of Registration Process

- 25.1 The Committee shall nominate an appropriate number of Registration Officers to attend to the registration of Members for the AGM.
- 25.2 The Membership List shall be sectioned according to type of Membership.
- 25.3 Where the number of Members for any type of Membership exceeds 50 names, they shall be divided further according to alphabetical order of the surname to a number which the Committee considers to be manageable by each Registration Officer.
- 25.4 To assist Members arriving for registration:-
 - (a) layout plans for the registration lines and desks shall be posted at convenient locations and may be handed to arriving Members; and
 - (b) a sufficient number of ushers should be appointed to assist the Members to the right registration desks.

26. Registration

- 26.1 Each Member shall produce his/her identity card to the relevant Registration Officer.
- 26.2 The Registration Officer shall check that the name of each person seeking admission to the AGM appears on the Membership List.
- 26.3 Each Member shall initial against his/her name in the Membership List.
- 26.4 Ballot entitlement slips shall then be issued to each Life Member and Ordinary Member by the persons appointed for this purpose by the Committee, who shall keep a record of their issue.

27. Procedure for Election of Office Bearers

- 27.1 Candidates for election may address the Chair if they wish, but in any case, for no more than 5 minutes each.

27.2 The Chairman shall at his/her discretion decide whether to allow speeches in support of a candidate, and if so, he/she shall announce how many Members may speak and for how long.

28. Show of Hands

28.1 Scrutineers shall be appointed by the Members present to count votes on a show of hands.

28.2 Each position for an Office Bearer shall be voted upon separately and one candidate shall be elected to each post in the following sequence:-

first,	President
second,	1st Vice-President
third,	2nd Vice-President
fourth,	Hon. Treasurer
fifth,	Hon. Secretary
sixth	Assistant Hon. Secretary

28.3 After the election of the Office Bearers, the positions for the five Committee Members shall be voted upon separately. The five candidates who gain the most votes shall be declared by the Chairman to be elected as Committee Members.

Ballots

29. Preparation of Ballot Slips

29.1 Ballot slips shall be prepared in advance for the election by closed ballot of each of the six (6) Office Bearers and the 5 (five) Committee Members for use in the event a closed ballot is called for.

29.2 Each ballot slip shall be of a different colour from the other ballot slips.

29.3 There shall be one ballot slip for each post, containing the names of all the candidates nominated for that post.

30. In case of Closed Ballot for Election of Members to Committee

30.1 All contested posts shall be voted upon simultaneously.

30.2 Members voting shall produce their ballot entitlement slips in exchange for ballot slips, which shall express their vote.

30.3 The Committee shall arrange for ballot boxes to be prepared.

- 30.4** In the event a ballot is called for, the Members present shall select at least 3 (three) persons from amongst themselves, who shall act as the Ballot Committee.
- 30.5** The functions of the Ballot Committee shall be:-
- (a)** to open ballot boxes;
 - (b)** to count the ballots; and
 - (c)** to pass the result of the ballot to the Chairman for announcement to the meeting.
- 30.6** Tables shall be set aside in the meeting room for the counting of the ballots. The candidates for election shall be entitled to be present to observe the counting of the ballots. No other persons (other than the Ballot Committee) shall- be entitled to be present at these tables.

FINANCIAL BYE-LAWS

31. Sound Financial Conditions

The responsibility of the Committee is to ensure that the Association is managed on a sound financial basis.

32. Budgets

The Committee is responsible for establishing annual budgets for normal expenditure, and shall submit in advance, the proposed budget for the upcoming financial year, to the Board of Trustees for the latter's approval. The budget will serve as a guideline for the Committee and Treasurer in the execution of their duties.

Whenever deemed necessary or as and when the forecasted surplus (or deficit) is expected to deviate by 10% or \$150,000.00 (whichever is greater) than the approved annual budget, the budget must be reviewed by the Committee and a revised budget submitted to the Board of Trustees for approval. The Committee and Treasurer will then be guided by the terms of the revised budget.

The Treasurer shall no less than on a quarterly basis provide a financial report to the Committee and Board of Trustees indicating the financial status of the Association and the forecast surplus (or deficit) in comparison with the approved budget (or revised budget as the case may be) with a satisfactory explanation provided for any deviations from the budget.

33. Projects

Every project undertaken by the Association shall be submitted to the Committee for approval, before any cost, expense or liability is incurred, or revenue collected, in connection with the project. The approval procedure requires the submission of an outline of the project together with a financial budget. Should the expected cost of a project exceed \$150,000.00, the project budget shall be submitted to the Board of Trustees for their approval.

A financial report must be submitted at the end of each project to the Committee (and the Board of Trustees where applicable) and a satisfactory explanation must be provided by the relevant sub-committee for any significant deviations from the budget.

34. Bank Accounts

The Association will maintain bank accounts for the purpose of depositing receipts, and effecting payments.

The authorised signatories of the bank accounts will be the following:-

President

1st Vice-President

2nd Vice-President

Secretary

Assistant Secretary

Treasurer

All cheques must be signed by at least two of the above signatories.

The Committee has the sole discretion of opening and closing bank accounts. A separate bank account must be maintained for the general operational expenses of the Association and separate bank accounts may be maintained for various projects, if deemed necessary by the Committee.

35. Receipts

All funds received by the Association, save for the following exception noted below, must be duly acknowledged by an official receipt signed by the Treasurer and in his absence, by a person authorised by the Committee.

The exception to this bye-law is the sale of tickets for participation in social activities of the Association. In this event, the tickets will serve as evidence of receipt of funds and no official receipt need be issued. Serially numbered printed tickets must be used for these functions and a complete account of ticket sales must be established vis-a-vis the stock of unsold tickets.

36. Payments & Expenditure

Any purchase or expenditure item in excess of \$150,000.00 of gross value in the aggregate (before any set-off or discount) must be submitted to the Board of Trustees for their approval.

Each disbursement in excess of SGD500.00 must be approved either through budgets established by the Committee (or the Board of Trustees where required) or in the absence of budgets or if in excess of budgets, by any two Members of the Committee provided the aggregate of these disbursements within a 1 (one) month period does not exceed \$3,000.00. Such ad-hoc payments must be reported at the following Committee monthly meeting and also recorded in the minutes of that meeting.

EURASIAN ASSOCIATION EDUCATION BURSARY

Regulations

1. (a) The Committee of the Eurasian Association may in each year render financial assistance to the deserving children of Members in the form of cash donations to students, to assist them in defraying costs incurred for the purchase of school books, school fees, transport and any other expenses relative to the furtherance of their educational needs.

Any financial assistance given shall not be in excess of \$300.00 per student per year.
- (b) Under this Regulation are also included applications for financial assistance to the deserving children of Members undergoing studies in Institutions of Higher Learning. Any financial assistance given shall not be in excess of \$600.00 per student per year in this category.
2. The award shall be at the entire discretion of the Committee who may withdraw the same at any time, having regard to the progress made by the candidate and the financial position of the candidate and his or her parents or guardians.

NOTES

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