



新加坡中國商會

章程

**RULES OF
SINGAPORE-CHINA
BUSINESS ASSOCIATION**

新加坡中国商会

章程

第一章 总纲

- 第一条: 名称
本会定名为「新加坡中国商会」。
英文名：SINGAPORE-CHINA BUSINESS ASSOCIATION
- 第二条: 会址
本会会址设於新加坡美芝路黄金大厦 #11-01室。
英文地址: 6001 Beach Road #11-01 Golden Mile Tower
Singapore 199589
- 第三条: 宗旨
- (1) 促进新加坡与中国的经贸发展与友谊。
 - (2) 争取与维护会员之应有权益。
 - (3) 联络会员感情，促进会员间相互了解与合作。

第二章 会务

- 第四条: (1) 为会员收集与提供各类有关工商业之咨询及统计资料。
- (2) 为会员提供与新中经贸事宜有关的意见和指导。
 - (3) 组织与举办各类与新中经贸有关的活动。
 - (4) 开展各类有助于联络会员感情的活动。
 - (5) 协助调解会员之商业纠纷。

第三章 会员

- 第五条: 凡在新加坡注册之商号直接或间接参与中国贸易、工业及其他有关业务者，均可申请加入本会，会员数额不限。
- 第六条: 申请入会者必须填具入会申请书一份，并由一名会员介绍。本会应将填妥之入会申请书揭示於通告处至少一星期，任何会员如有反对，必须以书面提交本会秘书处。
- 第七条: 本会理事会将讨论并以多数票决定入会的申请；同时保留拒绝接受申请而无需说明任何理由之权力。

第八条： 任何被拒绝加入本会之商号於被拒绝之日算起，期满一年后，方可再次进行申请入会。

第九条： 本会总务将负责通知申请者有关申请入会之结果。

第十条： 凡接到通知被接受为会员之申请者，必须在两星期内缴交入会费及首三个月月捐，逾期不交者理事会有权取消其会员资格。

第十一条： 本会会员以商号为单位，各会员可委派两人为注册代表人。若欲更换注册代表人，必须以书面通知本会。若所更换的注册代表人是本会理事，则参照章程第二十二条处理。

第四章 会员之权力与义务

第十二条： 本会会员得享有下列权利：

- (1) 在会员大会中有发言权与表决权。
- (2) 选举权及被选举权。
- (3) 请求本会代为陈情有关商业事宜。
- (4) 参加本会所组织之商业贸易考察团之权力。
- (5) 本会所提供之其他权益。

第十三条： 本会会员应尽下列义务：

- (1) 遵守本会章程及一切议决案。
- (2) 协助会务之进行。
- (3) 捐献本会之经费。
- (4) 捐献本会会所基金或教育及公益慈善事业等有关的特别基金。

第五章 会员资格的丧失

第十四条： 会员资格在下列情况下将被终止。

- (1) 欠交会费达六个月，经过本会秘书处以挂号信催交而於两星期内尚不缴清者。
- (2) 会员向本会秘书处提出退会，并给予一个月的书面通知。
- (3) 当会员结束其业务。
- (4) 当会员终止与中国经贸有关的业务活动。

- (5) 如被发现有损本会利益及有意违背或破坏本会规章时，经本会理事会出席者三份之二通过，有权立刻取消其会员资格惟本会需发出十四日书面通知，并让犯规者有申辩之机会。
- (6) 每一被令退会或主动退会者，必须负责偿还在退出以前所欠的一切费用。

第六章 前任会长/名誉会长/名誉理事/永久名誉会长/准会员

- 第十五条：
- (1) 现任会长任期届满后，将自动成为前任会长。
 - (2) 凡对本会有积极贡献之商号或个人，可由理事会邀请为名誉会长/名誉理事。有关资格、任期等由理事会决定。名誉会长/名誉理事均无投票权与被选举为理事权。
 - (3) 凡社会商界闻人，经理事会推荐为永久名誉会长，得由会员大会批准委任之。
 - (4) 凡个人（不论国籍）及非新加坡注册的公司，若该人士或公司与中国有经贸或投资等业务活动，均可申请作为准会员。每家公司应指定一名年龄18岁以上的代表。所有准会员均无投票权与被选举为理事权，准会员有权力参与我会主办的有关商会会议、展览、研讨、旅行等活动。

第七章 组织

第十六条： 本会理事会的组成：

- (1) 由选举年度常年会员大会开票选出35名商号会员及其注册代表人为理事。
- (2) 由常务理事会提名不超过六位商号会员及其注册代表人，经理事会批准并委任为理事。委任理事与票选理事享有同样的权力与义务。
- (3) 每一商号会员不得有两位注册代表人为理事。
- (4) 凡在新加坡公司法令下不具备担任公司董事资格者，不得成为理事。

第十七条： (1) 本会设不少于两名、最多四名的信托委员，由常年会员大会或特别会员大会选自商号会员以章程第十一条为据的注册代表人，唯每一商号会员不得有两位注册代表人担任信托委员。信托委员必须是新加坡公民。

- (2) 每位信托委员是终身制，除非是死亡、辞职或在新加坡公司法令下，不具备担任公司董事资格者或代表身份为其公司所取消或根据章程第二十六条规定在会员大会或特别会员大会被解任。
- (3) 若信托委员人数少于四人，所遗留下的空缺可以在下一次会员大会或特别会员大会中填补。
- (4) 所有本会的不动产概由信托委员代为保管。
- (5) 本会承担信托人在履行职务时所付出的一切费用和所产生的有关责任。

第十八条: 会长一名 副会长三至五名
 总务组主任一名 总务组副主任二名
 财政组主任一名 财政组副主任一名
 工商组主任一名 工商组副主任二名
 外事组主任一名 外事组副主任二名
 文教组主任一名 文教组副主任二名
 青年组主任一名 青年组副主任二名

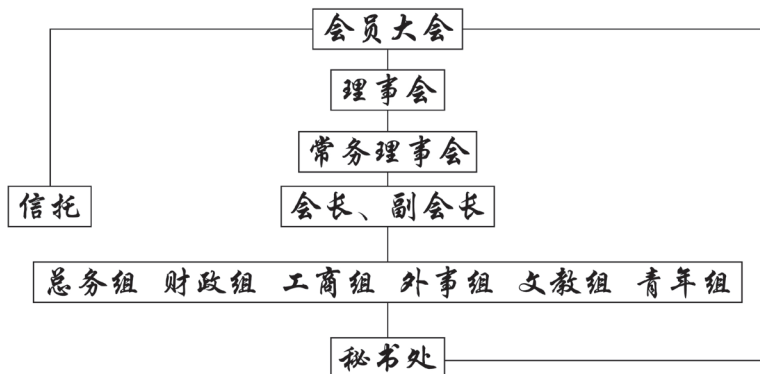
会长必须是新加坡公民。理事则必须是新加坡公民或永久居民。委任理事则不受此条文限制。

理事会选出理事担任以上职位。各组主任可提名会员注册代表人为组员，经理事会批准并委任之。

第十九条: 本会常务理事会由会长、副会长及各组正主任组成之。

第二十条: 本会设有秘书处协助处理日常会务及行政。

第二十一条: 本会组织编制如下：



- 第二十二条: (1) 本会理事会每届任期为两年，期满被选得连任之。
(2) 理事於任期内，其注册代表人身份为所属商号会员撤消，应即解任。有关商号所重新委派的注册代表人，须经常务理事会推荐，并由理事会出席者三分之二通过，方可接任该职位。
(3) 理事於任期内，其所属商号会员在章程第十四条被终止会员资格，应即解任。

第二十三条: 本会会长、副会长、各组正副主任，每届任期为二年，被选得连任之。但以三届（六年）为限。

财政组主任不可连任。

常务理事任期满后，不得藉更换代表公司或机构连任。

第二十四条: 本会会长、副会长出缺时，由理事会补选之，理事出缺时则按照大会开票选举所得票数之多寡依次递补之。但任期俱照该任所余日期计算。

第二十五条: 本会理事会及信托委员如有营私舞弊，经会员大会或特别会员大会议决令其退职者，应即解任。

第八章 职权

第二十六条: 本会最高权力机关为会员大会。

第二十七条: 本会各机关之职权如下：

- (1) 理事会
 - (a) 执行本章程之规定及会员大会或特别会员大会之议决案。
 - (b) 委任或废除附属小组。
 - (c) 代表本会在新加坡租借任何地点或器材等作为本会各种用途。
 - (d) 决定本会的入会费及月捐。
- (2) 常务理事会处理各项紧急而重要事务。
- (3) 信托委员专职保管本会所有产业并用其名义向当地政府注册。

第二十八条: 本会各职员之权利如下：

- (1) 本会会长负责掌管本会正印，对外全权代表本会，对内执行本会议决案，并主持一切会务及与正总务、正财政共同决定任免办事人员。
- (2) 总务组处理不属其他各组之事宜。
- (3) 财政组筹划及管理本会财政收支。
- (4) 工商组负责处理有关工业与商业事宜。
- (5) 外事组负责处理本会对外联络及接待等事宜。
- (6) 文教组负责处理文化、教育与康乐活动等事宜。
- (7) 本会副会长及各组副主任分别协助会长及各该正主任办理职务，并于会长及各组正主任缺席时，代理行使其职权。
- (8) 本会秘书处秉承会长、副会长及各组主任之指示，办理本会一切工作。

第二十九条: 本会会长缺席时，由理事会推荐一位副会长代理之，如会长、副会长同时缺席，应由总务代理其职务，遇正副总务亦同时缺席时，则由理事会推举一位理事代理之。

第九章 会议

第三十条: 本会会议分为以下六类:

- (1) 常年会员大会，
- (2) 特别会员大会，
- (3) 理事会例常会议，
- (4) 理事会特别会议，
- (5) 常务理事会议，
- (6) 各组委员会会议。

第三十一条: 常年会员大会於每年三月份举行，由理事会召集之，以通过会务及财政报告，如逢选举年度则应同时举行选举。

第三十二条: 特别会员大会遇有特别重要事件，得由理事会召集之，倘有会员三十人或理事至少十人联名函请，陈明提案理由，理事会於接到有关函件后，必须在十四天内召集之，惟联名函请人须有四分之三亲自出席，否则会议将不举行亦不改期召集。

第三十三条: 本会会长为会员大会的当然主席。会长缺席时，由其中一位副会长代之；若全部副会长亦同时缺席，则由出席会议推举之。

第三十四条: 会员大会之召集，应於开会14天前发出通告。

第三十五条: 常年会员大会及特别会员大会至少须有会员三十名出席，方为合法。一切议决案以出席者过半数通过方为有效，如不足法定人数以致流会（除章程第三十三条所规定联名函请召集之外），主席得延会至半小时后在同一地点举行。无论出席人数多寡均为合法，议决案亦以出席者过半数通过为有效，惟修改章程最少须有会员60位出席及出席者三份之二以上通过方为有效。

第三十六条: 常年及特别会员大会各商号会员应由其注册代表人亲自出席，若欲委派他人出席，须於开会前用书面通知本会。

第三十七条: 理事会例会会议及特别会议，必须於开会三天前通知理事。会议必须有半数以上的理事出席方为有效。任何议决必须获得超过半数出席者通过方为有效。如遇票数相等，则取决於主席。

第三十八条: 理事会例会会议最少每三个月举行一次，惟理事会特别会议不受此规定所限，遇有重要事件或理事至少7人联名函请，呈明理由得召集之。

第三十九条: 理事会开会时以会长为当然主席。

第四十条: 常务理事会会议无需定期举行，遇有紧急而重要事务，由会长或副会长临时召集之，所有议决案须经理事会追认。

第四十一条: 各组委员会会议由各组主任自行召集之，所有议决案须提呈给理事会追认。

第四十二条: 各理事因故未能出席理事会议，须事先向秘书处告假，如接连缺席三次而无告假或连续告假五次者，均作为自动辞职论，其空缺的职位，理事会应於两个月内按章程第二十四条处理之。

第十章 选举

第四十三条: 本会每届办理选举，须於理事任满之年一月间由理事会推举理事九人组织选举委员会筹备之。选委会当然成员为正会长及各组正主任共六位。

第四十四条: 本会选举委员会应办理之事项如下:

- (1) 刊印会员名录分送各会员,
- (2) 发函通告各会员, 并登报公布选举日期,
- (3) 分发选票予各会员,
- (4) 公布当选理事名单,
- (5) 决定其他有关选举事项。

第四十五条: 每届旧理事会任满, 须於选举年的三月间如期举行改选。经选举揭晓后的14天内举行复选会, 产生新理事会的职衔, 并即日生效; 旧理事会同日卸职。

第四十六条: 选举委员会在新理事会进行复选定下职衔后的即日即行解散。

第四十七条: 获选理事於收到选举委员会之通知书后, 须於一星期内具函确认接受任职。

第四十八条: 本会每届新理事就职日, 旧理事会应在一个月內, 将会中一切文件、簿据等移交, 在四个月内如查有遗漏错误, 旧理事会仍当负责。

第十一章 财政及经费

第四十九条: 本会每年财政收支概况, 由财政组主任整理送交合格会计师审核后编印报告表, 经常年会员大会确认并公布之。

第五十条: 财政组主任处的存款如超过二千元, 必须存入本会来往银行, 支票签署必须由会长或副会长(任何一人)及财政组正主任或总务组正主任(任何一人)二名共同签署兼盖本会印章方为有效。

第五十一条: 本会以会员入会费、月捐、特别捐及产业收入等为主要经济来源。

第五十二条: 本会开支如下:

- (1) 经常费由财政组主任拟定预算表, 经理事会议决定之。
- (2) 特别开销在五千元以上者, 须经理事会议决通过方得动用, 五千元以下者由会长与总务共同斟酌提用之。

第十二章 征购与处置产业

第五十三条: (1) 经会员大会立案通过并授权下，理事会有权利：

- (a) 购置，租赁，对换或另行设法获得或抵押本会所需之动产或不动产。
- (b) 动用本会基金投资于政府所认可，发行或担保之投资项目。
- (c) 以售卖，变卖，变改或另行设法处理本会之动产或投资项目。
- (d) 以售卖，让与，过户，转让，抵押或另行设法处理本会之不动产。
- (e) 为本会之投资项目所需款额进行筹资或借贷。

第十三章 奖励

第五十四条: 凡会员、理事或职员对本会有显著功绩或捐助可观款项者，其奖励条例由理事会另定之。

第十四章 解散

- 第五十五条: (1) 本会不得解散，除非在特别会员大会中，由出席人数四份之三赞成通过方得解散。
- (2) 倘本会宣告解散，若有盈余或亏损，应由会员大会决定之。
 - (3) 经解散，必须将会议记录於七日之内送交社团注册官。

第十五章 附则

- 第五十六条: (1) 每一会员必须向秘书处呈报其详细中英文通讯资料，如通讯资料有所更换，必须即时函告秘书处。
- (2) 本会通知书，不论按址邮寄或专人派送，将被视作已於翌日送到（惟星期日及公共假期除外）。
 - (3) 会员不得以未接获通知书为理由，而拒绝遵守任何会议所通过的议决案。

- 第五十七条: (1) 本会会所内严禁一切违法活动。
- (2) 本会基金不能够作为会员犯法而受法庭判决之罚款。

- (3) 本会将不企图限制或以任何形式干扰贸易或货价，或涉及劳工法令所规定的任何工会活动。
- (4) 本会不得以任何形式发行彩票或奖券。
- (5) 本会不得参加任何政治活动或允许其基金或会所作为政治用途。

第五十八条: 理事会应备有一个固定印章并负责保管，且有权更换之。此印章须经理事会授权及由会长或副会长见证下方能使用。

第五十九条: 凡必须加盖印章的契约合同或其他文件，得由会长或副会长及总务签署，方为有效。

第六十条: 本会办事细则由理事会另定之。

第六十一条: 凡未列於本章内的任何事宜，理事会有权作出决定。

第六十二条: 本章程如有任何修改，应提交会员大会通过。

第六十三条: 本章程在下列日期曾作修订，经会员大会通过，并得新加坡社团注册官批准。

会员大会日期	社团注册官批准日期
1) 1978 年 2 月 12 日	1978 年 7 月 24 日
2) 1985 年 3 月 24 日	1985 年 5 月 21 日
3) 1988 年 3 月 20 日	1989 年 2 月 18 日
4) 1991 年 2 月 24 日	1991 年 7 月 19 日
5) 1993 年 2 月 28 日	1993 年 8 月 26 日
6) 1998 年 3 月 01 日	1998 年 9 月 10 日
7) 1999 年 2 月 28 日	1999 年 5 月 17 日
8) 2000 年 2 月 27 日	2000 年 6 月 21 日
9) 2004 年 3 月 28 日	2004 年 9 月 21 日
10) 2010 年 11 月 14 日 (EGM)	2011 年 2 月 21 日
11) 2018 年 3 月 25 日	2018 年 5 月 08 日

RULES OF SINGAPORE-CHINA BUSINESS ASSOCIATION

CHAPTER 1 - GENERAL

1. Name:

This Association shall be known as the 『新加坡中国商会』。
英文名：SINGAPORE - CHINA BUSINESS ASSOCIATION

2. Registered Office:

The place of business of the Association shall be at 6001 Beach Road #11-01 Golden Mile Tower Singapore 199589 or such other address as may subsequently be decided by the Council and approved by the Registrar of Societies.

3. Objects:

The objects of this Association shall be as follows: -

- (1) To promote economic and trade development and relationship between Singapore and China.
- (2) To strive for and protect the economic rights and interests of its members.
- (3) To enhance networking and promote better understanding and co-operation among its members.

CHAPTER 2 - ACTIVITIES

4. The activities of the Association shall be:

- (1) To compile and furnish industrial and commercial information, inquiries and statistics for its members.
- (2) To offer its members any opinion and advice relating to economic and trade matters between Singapore and China.
- (3) To organise and coordinate relevant activities on economic and trade matters between Singapore and China.
- (4) To embark on activities which will enhance networking and attachment among its members.
- (5) To assist in reconciling business disputes among its members.

CHAPTER 3 - MEMBERSHIP

5. Any firm or company, with a registered office in Singapore, and directly or indirectly involved in China business or its related activities, shall be eligible for membership. The number of members shall be unlimited.

6. Every application for membership shall be proposed by a member. The application shall be in writing signed by the proposer. Notice of the proposal shall be put up on the Notice Board of the Association for at least one week during which any member may give objection in writing to such application through the Secretary.
7. Every application for membership shall be decided by a majority voting of the members of the Council present and the Association reserves the right to reject any application without giving any reasons.
8. A rejected application may again be proposed for membership after one year as from the date of the rejection.
9. The Chairman of General Affairs Committee shall inform the applicant of the result of his application.
10. An applicant having received the Notice of Acceptance shall pay an entrance fee and the first three months subscription within two weeks. If the applicant fails to pay within two weeks, his membership may be cancelled by order of the Council.
11. Membership of this Association is corporate in nature. However, every member firm or company is entitled to appoint 2 registered representatives in writing. Any change in the identity of a registered representative who is also a Council Member shall be governed by Article 22.

CHAPTER 4 - PRIVILEGES AND DUTIES OF MEMBERS

12. Members shall enjoy the following privileges: -
 - (1) To speak and vote at the General Meeting of Members.
 - (2) To elect and to be elected.
 - (3) To request this Association to make representations on their behalf on commercial matters.
 - (4) To have the right in taking part in trade missions organised by this Association.
 - (5) To enjoy any other privileges and rights provided by this Association.
13. Members shall have the following duties: -
 - (1) To abide by all rules and resolutions of this Association.
 - (2) To assist this Association in all its activities.
 - (3) To contribute towards this Association's funds.

- (4) To contribute to the buildings fund of the Association or other special funds in aid of education and other public charities.

CHAPTER 5 - HOW MEMBERSHIP MAY BE LOST

14. A member shall cease to be a member of this Association if:
 - (1) Monthly subscription is six months in arrear and the member thereafter fails to pay such subscription within two weeks from the date on which written notice requiring payment thereof is sent by registered post to the member by the Secretariat.
 - (2) A one month notice of withdrawal in writing is sent to the Secretariat by the member.
 - (3) A member winds up his business.
 - (4) A member ceases to carry on activities in economic and trade with China.
 - (5) A member is found having acted purposely injurious or prejudicial to the interest or breach of the Rules of this Association and a resolution having passed at the meeting of the council members with a two-third majority provided that fourteen days' notice of such meeting shall be given to such member who shall have the opportunity to be present at the meeting at which he shall answer charges to that effect.
 - (6) Any member who ceases to be a member, in pursuance of these Rules, shall be liable for all arrears of payments due and payable by him up to the date of cessation.

CHAPTER 6 - IMMEDIATE PAST PRESIDENT / HONORABLE PRESIDENT / HONORABLE COUNCIL MEMBER / LIFE HONORABLE PRESIDENT / ASSOCIATE MEMBER

15. (1) Upon the expiration of the term of office of the current President, he shall automatically become the immediate Past President
- (2) Any firm or individual which has made positive contributions to the Association will be invited by the Council to be Honorable Presidents or Honorable Council Members of the Association. The qualification requirement and duration of appointment will be decided by the Council. They shall have no right to vote or to hold office in the Association.

- (3) Any reputable or prominent businessman, upon the Council recommendation to be Life Honorable President, shall be approved at the Members' General Meeting.
- (4) Any individual or non-Singapore registered company that has trade relationship with or investments in China can apply for the Associate membership. For Company application, there must be an appointed representative with the age above eighteen. Associate Members are not allowed to vote or be elected as Council Members. Associate Members are eligible to participate in all events organized by the Association.

CHAPTER 7 - ORGANIZATION

16. The Council shall consist of:
 - (1) 35 registered representatives and their respective member firms or companies who shall be elected by ballots at the Annual General Meeting during the election year.
 - (2) Not more than 6 registered representatives and their respective member firms or companies may be appointed, based on the recommendation of the Standing Committee, approved by the Council to join as Council Members. All Council Members irrespective of being elected or appointed, shall have the same power and duties.
 - (3) No member shall have 2 of its registered representatives serving in the Council.
 - (4) Those who are disqualified to act as Director under the Singapore Companies' Act shall not be eligible to hold office as Council Members.
17. (1) The Trustees for the time being shall not be more than 4 and less than 2 and shall be elected at the Annual General Meeting or Extraordinary General Meeting of members. Only registered representatives who satisfy the requirements of Article 11 may be elected as Trustees. All elected Trustees shall be Singapore citizens. No member shall have 2 of its registered representatives serving as Trustees.

- (2) Each trustee shall hold office until his death or resignation or being disqualified to act as Director under the Singapore Companies' Act or revocation of his appointment as registered representative by members at the member firm or company appointing or removal by the Annual General Meeting or Extraordinary General Meeting of Members under Rule 26 hereof.
- (3) If the number of trustees shall at any time fall below 4, the vacancy or vacancies may be filled up at the next Annual General Meeting or Extraordinary General Meeting of Members.
- (4) All immovable properties of the Association shall be held by and vested in the trustees for the time being on behalf of the Association.
- (5) The Trustees shall be indemnified against all liabilities and expenses in carrying out their duties.

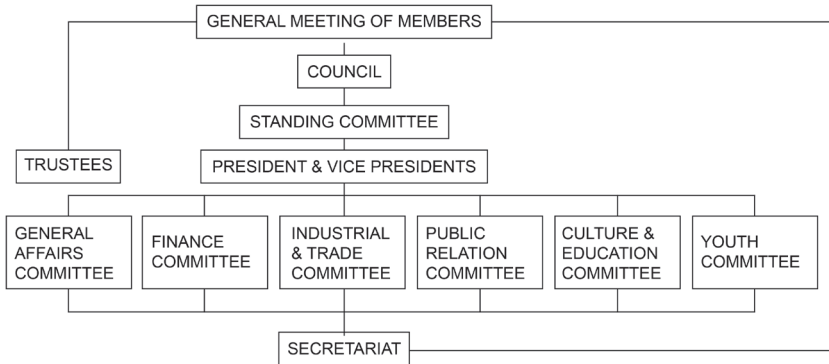
18. The Council shall consist of the following office bearers: -

- 1 President
- 3-5 Vice Presidents
- 1 Chairman of General Affairs Committee
- 2 Vice Chairmen of General Affairs Committee
- 1 Chairman of Finance Committee
- 1 Vice Chairman of Finance Committee
- 1 Chairman of Industrial and Trade Committee
- 2 Vice Chairmen of Industrial and Trade Committee
- 1 Chairman of Public Relation Committee
- 2 Vice Chairmen of Public Relation Committee
- 1 Chairman of Culture and Education Committee
- 2 Vice Chairmen of Culture and Education Committee
- 1 Chairman of Youth Committee
- 2 Vice Chairmen of Youth Committee

Only Singapore citizens can be elected as President. All Council Members being elected shall be Singapore citizens or Singapore permanent residents, except those members appointed by the Council.

All the above-mentioned office bearers shall be elected among the Council Members. The chairman of each committee may appoint certain number of registered representatives and their respective member firms or companies as its committee members subject to the approval of the Council.

19. The Standing Committee of the Association is formed by the President, Vice Presidents and the various Committee Chairmen.
20. The Association shall have a Secretariat to assist and manage the daily business and administrative affairs of the Association.
21. The organization chart of this Association.



22.
 - (1) The term of office of the Council Members shall be 2 years. They are eligible for re-election.
 - (2) The office of the Council Member shall become vacant if that Council Member ceases to be the registered representative of the member firm or company. A replacement of the registered representative may, upon the recommendation of the Standing Committee, fill the vacancy subject to the prior approval by two--third majority of the Council Members present at the meeting.
 - (3) The Office of the Council Member shall become vacant if the member firm or company which the Council Member is representing ceases to be a member of the Association in pursuance of article 14.
23. The term of office bearers shall be two years. All members of the office bearers, except the Chairman of the Finance Committee, shall be eligible for re-election for another term (i.e. total six years). When the term of office of the members of office bearers expires, he/she is prohibited from sitting in the same office, in the name of another company or organization, for a fourth consecutive term.

24. When the President or a Vice President vacates his office, the Council shall elect a person from its own members to act in his place. Any vacancy on the Council shall be filled by a person ranking next in number of votes received at the election and shall act for the remainder of that term.
25. Any member of the Council or trustee shall cease to hold office if he is required by resolution of a Annual General Meeting or Extraordinary General Meeting of Members to vacate his office for misappropriation or malpractice or such other causes as the General Meeting or Extraordinary General Meeting of Members may determine.

CHAPTER 8 - POWER & DUTIES

26. The General Meeting of Members shall be the highest authority of this Association.
27. The duties of all organizations of this Association shall be as follows: -
 - (1) The Council:
 - (a) To carry out the Rules of this Association and the resolution of the General Meeting or Extraordinary Meeting of Members.
 - (b) To appoint or to remove the sub-committees.
 - (c) To take a lease of any equipment or premises or any place in the Republic of Singapore as may be required on behalf of this Association.
 - (d) To determine from time to time the amount of entrance fee and monthly subscriptions.
 - (2) The Standing Committee shall manage all urgent and important affairs or matters.
 - (3) The Trustees shall have full charge of the Association's properties and shall file a list of members with the registrar, whenever changes occurred.
28. The duties of all officers of this Association shall be as follows: -
 - (1) The President shall be in charge of the Seal and represents this Association with full authority. He shall carry out resolutions of the General Meeting of Members and manage this Association's affairs. He shall jointly with the Chairman of General Affairs and Chairman of Finance, decide the appointment and termination of the Association staff.

- (2) The Committee of General Affairs shall take charge of matters not specifically assigned to the other committees.
 - (3) The Treasury Committee shall take charge of the Association's finance and budgets.
 - (4) The Industry & Trade Committee shall take charge of matters relating to industrial & trade activities.
 - (5) The Public Relation Committee shall take charge of media, visitors, receptions and other general liaison work.
 - (6) The Culture & Education Committee shall take charge of culture, education & entertainment activities.
 - (7) The Vice President as well as other Vice Chairman from all committees shall assist the President and Chairman of all committees respectively in carrying out their duties and act on their behalf in their absence.
 - (8) The Secretariat shall carry out the instructions of the President and Vice Presidents as well as the chairmen of all committees in connection with all matters of this Association.
29. When the President is absent the Council shall appoint one of the Vice Presidents to act for him. In case of the President and Vice Presidents are both absent at the same time, the Chairman of General Affairs Committee shall act for them. If the Chairman of General Affairs Committee and the Vice Chairman of General Affairs Committee are also absent, the Council shall appoint an acting President among themselves.

CHAPTER 9 - MEETINGS

30. The Meetings of this Association are classified into six types as follows: -
- (1) Annual General Meeting of Members.
 - (2) Extraordinary General Meeting of Members.
 - (3) Regular Meetings of the Council.
 - (4) Extraordinary Meetings of the Council.
 - (5) Meetings of the Standing Committee.
 - (6) Meetings of all Committees.
31. The Annual General Meeting shall be held during March each year convened by the Council so as to accept the reports of the General Affairs and Finance. In the event of an election year, it shall be held at the same time.

32. The Extraordinary General Meeting of Members shall be convened by the Council when there is an important matter to discuss. If there are a number of thirty members, or at least ten council members jointly request for an Extraordinary General Meeting of Members with reason, the Council shall convene such meeting within 14 days after receiving the letter for that purpose, subject to 3/4 of the total members who have jointly signed the letter for that meeting present, otherwise such meeting shall not be held nor the date of meeting be postponed.
33. The President in his absence, one of the Vice Presidents, shall be the ex-officio chairman of a General Meeting of Members. In the absence of the President and the Vice Presidents, the members present shall elect a chairman.
34. Fourteen days' prior notice to the members shall be required for a General Meeting of Members.
35. At least 30 members present at an Annual General Meeting or Extraordinary General Meeting of Members shall form a quorum and a simple majority shall be required to pass a resolution. Should there be no quorum resulting in no meeting could be proceeded with (and apart from the provision stipulated in Rule 33 herein) the Chairman may adjourn the meeting for half an hour for the same to be held at the same place. No matter what the number of attendance shall be, it shall be deemed to form a quorum and similarly a simple majority shall be required to pass a resolution. On matters concerning amendment of the Rules of the Association, at least 60 members shall be present to form the quorum and the resolution is to be passed by a majority of not less than two-thirds of such members.
36. Only registered representatives from member firms or companies shall attend Annual General Meeting or Extraordinary General Meeting of Members in person or by proxy. Any proxy representing the registered representative must be notified in writing before the meeting.
37. Three days' prior notice to Council Members shall be required for a regular Council meeting or an Extraordinary Council Meeting. The quorum shall be more than half the total number of the Council Members and to pass a resolution, a simple majority shall be required. In case of a stand-off in voting due to equal number of votes, the Chairman shall have the casting vote.

38. A Council Meeting shall be held once in every three months and there is no fixed date for holding an Extraordinary Council Meeting. If there is anything of urgent importance or by written request of not less than seven Council Members, an Extraordinary Council Meeting may be called for.
39. The President shall be ex-officio Chairman at a Council Meeting.
40. There shall be no fixed date for Standing Committee Meeting. On urgent and important matters, a meeting may be convened by the President or Vice President. All resolutions made shall be reported to the Council Meeting for Confirmation.
41. All Committee Meetings shall be convened by their respective chairmen and their resolutions shall be reported to and confirmed by the Council.
42. No member of the Council shall absent himself from any meeting without asking for leave of absence through the secretariat of the Association. Any member failing to turn up at three consecutive meetings without request for leave of absence or with leave of absence for five times shall be regarded as having left his office at his own accord and the vacancy created by him shall be dealt with in a Council Meeting within two months in accordance with Rule 24.

CHAPTER 10 - ELECTION

43. To prepare for the general election of each term, the Council shall appoint nine of its members to form an Election Committee during January before the Council is due to retire. The Election Committee should include the President and the five Committee Chairmen and three other Council Members.
44. The functions of the Election Committee are as follows: -
 - (1) To compile membership list for circulation to all members.
 - (2) To notify members of the date of election by circulars and announcement in the press.
 - (3) To distribute voting papers to all members.
 - (4) To announce the result of the election.
 - (5) To decide any matter relating to the election.
45. Every new term of Council members election shall be held in the month of March. The new Council shall take office within 14 days after election. The term of office of the existing Council shall cease on the day when the new Council takes office.

46. The Election Committee shall dissolve on the day when the new Council takes office.
47. The elected Council Members on receipt of notice of their election shall within one week signify in writing their consent or otherwise to accept office.
48. The retiring Council shall within a month deliver all documents, books and other matters of this Association to the incoming Council. In case of any omission or errors found therein within four months of such delivery, the retiring Council shall still be held responsible.

CHAPTER 11 - FINANCE & EXPENSES

49. A yearly statement of accounts and balance sheet shall be prepared by the Chairman of Finance Committee duly audited by the Auditor and submitted at the Annual General Meeting for approval and publication.
50. Funds in the hand of the Chairman of Finance Committee, if more than \$2,000/= shall be deposited with the Association's bankers. On drawing, this Association's seal shall be affixed to the cheque which shall be signed jointly by any two of the following officers: The President or Vice President (either one) and the Chairman of Finance Committee or the Chairman of General Affairs Committee (either one).
51. The income of this Association shall be derived mainly from entrance fees, monthly subscriptions, special donation by members and house rents.
52. Expenses of this Association shall be as follows: -
 - (1) Current expenses as covered by the budget drawn up by the Chairman of Finance Committee and are subject to approval at a Council Meeting.
 - (2) The President together with the Chairman of General Affairs Committee may sanction special expenses not exceeding \$5,000/=, beyond which a council resolution shall first be sought.

CHAPTER 12 - ACQUISITION & DISPOSAL OF PROPERTY

53. (1) Subject to the approval obtained from the General Meeting of members, the Council shall have the power to:

- a) Purchase, take on lease, exchange or otherwise acquire or mortgage such movable or immovable property as required for the purposes of the Association.
- b) Invest any funds of the Association on any investments approved, issued or guaranteed by government.
- c) Sell, realise, vary or otherwise deal with any movable property or investments of the Association.
- d) Sell, assign, transfer, convey, mortgage or otherwise dispose of any immovable property of the Association.
- e) Raise or borrow, for the purposes of the Association such sum of money for any investment project.

CHAPTER 13 - AWARDS

54. Any member or officer or employee who has done any praiseworthy deed for, or who has contributed sum of money to this Association shall be rewarded in accordance with By-laws framed by the Council.

CHAPTER 14 - DISSOLUTION

55. (1) The Association shall not be dissolved, except with the consent of not less than three-fourths of the total number present personally or by representative of this Association, expressed out in an Extraordinary General Meeting of Members convened for the purpose.
- (2) In the event that the Association decides to dissolve, all matters related to the Profit or Loss of the Association shall be decided at a General Meeting of members.
- (3) Notice of dissolution shall be given within 7 days of the dissolution to the Registrar of Societies.

CHAPTER 15 - APPENDIX

56. (1) Every member shall submit to the Secretariat of his full address in Chinese and English. Any change in address shall be reported immediately to the Secretariat.

- (2) A notice may be served upon any member personally or by post in a prepaid letter addressed to such member at his current registered address and any notice posted to such address shall be considered as having been duly given on the day following such posting to that address (with the exclusion of Sunday and Public Holidays)
 - (3) No members shall refuse to be aided by any resolution passed at any meeting on the ground that he has not received the Notice.
57.
 - (1) Gambling of any kind such as the playing of paikow, mahjong etc, whether for stakes or not is forbidden in this Association's premises. The introduction of materials for gambling or opium smoking and of bad characters into the premises is also prohibited.
 - (2) The funds of this Association shall not be used to pay the fines of members who have been convicted in court.
 - (3) This Association shall not attempt to restrict or in other manner interfere with trade or prices or engage in any Trade Union activity as defined in the Trade Union Ordinance.
 - (4) This Association shall not hold any lottery of any form.
 - (5) This Association shall not indulge in any political activity or allow its fund and or premises to be used for political purposes.
58. The Council shall possess a standard seal for the purpose of this Association and shall have power to replace it with a new seal to be kept in their custody, which shall not be used unless duly authorized by the Council and in the presence of the President or Vice President of this Association.
59. Deeds, bonds and other contract documents made under seal for and on behalf of this Association with the seal of the Association affixed thereon and signed by the President or Vice President and countersigned by the Chairman of General Affairs Committee shall be deemed to be duly executed.
60. The Council may make regulation for the conduct of the affairs of this Association.
61. In the event of any question or matter arising out of point which is not expressly provided for in the Rules, the Council shall have the power to use their own discretion.

62. Any amendments to these Rules shall be submitted to General Meeting of members for approval.
63. These Rules had been previously amended, duly passed at the General Meeting of members and approved by the Registrar of Societies, Singapore on the following dates:

Date of General Meeting	Date Approved by ROS
1) 12 th Feb 1978	24 th Jul 1978
2) 24 th Mar 1985	21 st May 1985
3) 20 th Mar 1988	18 th Feb 1989
4) 24 th Feb 1991	19 th Jul 1991
5) 28 th Feb 1993	26 th Aug 1993
6) 1 st Mar 1998	10 th Sep 1998
7) 28 th Feb 1999	17 th May 1999
8) 27 th Feb 2000	21 st Jun 2000
9) 28 th Mar 2004	21 st Sep 2004
10) 14 th Nov 2010 (EGM)	21 st Feb 2011
11) 25 th Mar 2018	8 th May 2018

