



## CONSTITUTION OF GAN CLAN (SINGAPORE)

### CHAPTER I GENERAL

#### 1. NAME:

1.1 The name of this Association shall be “Gan Clan (Singapore)”, hereinafter know as “the Association”.

#### 2. OBJECTS:

2.1 The objects of the Association shall be to extend networking and connectivity amongst Gan Clan members, promote traditional Chinese values and language, and contribute to the development of multi-cultural Singapore.

#### 3. ADDRESS:

3.1 The place of business of the Association is at 18/20, Bukit Pasoh Road, Singapore 089832/0898324 or such other address as may subsequently be decided upon by the Executive Council and approved by the Registrar of Societies. The Association shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

### CHAPTER II MEMBERSHIP

#### 4. CATEGORIES OF MEMBERS:

4.1 There shall be the following categories of members:

- (1) Life Members;
- (2) Associate Members;
- (3) Junior Members;
- (4) Term Members.

#### 5. QUALIFICATION:

5.1 Any person applying to be a Life Member shall be required to meet the following requirements at the time of application:

- (1) must bear the surname of Gan (顏) or any other spelling of the same Chinese character;



- (2) be a Singapore Citizen or a Permanent Resident;
  - (3) be at least 18 years of age;
  - (4) be of sound mind; and
  - (5) satisfy whatever additional requirements as may be set by the Executive Council from time to time.
- 5.2 An Associate Member must be a spouse or child of a Life Member and must meet the requirements set out in Rule 5.1(2) to (5) above.
- 5.3 A Junior Member must be a child of a Life Member and is between 12 and 18 years of age. Upon reaching the age of 18, a Junior Member who is eligible may convert to become a Life Member by paying the prevailing entrance fee.
- 5.4 A Term Member must be a foreigner with a valid Singapore Immigration Pass / Document (E.g. Dependent, Student or Employment Pass) and must meet the requirements as set out in Rule 5.1(1) and Rule 5.1(3) to (5) above. The membership of a Term Member is valid for a period of 3 years per term and has to be renewed at the end of each term by submitting the renewal application within 3 months of the expiry of the membership. Upon meeting all the requirements in Rule 5.1(1) to (5) above, a Term Member who is eligible may convert to become a Life Member by paying the prevailing entrance fee.
6. ADMISSION:
- 6.1 Any eligible person may apply to join the Association by completing and returning a prescribed application form together with the requisite fee to the Association. The Executive Council shall have the right to reject any application for membership without providing any reason whatsoever.
  - 6.2 The Executive Council shall, with the approval of the general meeting of members, have the authority to determine the amount of any entrance fees, subscription fees or any other fees payable by members of the Association and the manner in which the same shall be paid to and collected by the Association.
7. OBLIGATIONS:
- 7.1 All members shall have the following duties:



- (1) uphold the good reputation and interests of the Association;
- (2) use their best endeavors to render assistance to the Association in the promotion and advancement of the Association's objects and/or purposes as stated in its constitution, and
- (3) observe and respect all the rules and regulations of the Association, including (without limitation) resolutions passed at all meetings of the Association.

## 8. PRIVILEGES:

8.1 Life Members shall be entitled to the following rights and privileges:

- (1) to requisition for, attend and to speak and vote at any General Meeting;
- (2) to elect and to be elected as Executive Council Members of the Association;
- (3) to appoint Auditors at each Annual General Meeting;
- (4) use of the Association's facilities and to participate in the activities organised by the Association, both in accordance with the guidelines set by the Executive Council;
- (5) to make proposals for the advancement and reform of the Association in all matters within the objects and/or purposes of the Association; and
- (6) to enjoy any other privileges and rights as may be provided by the Association from time to time.

8.2 Associate Members, Junior Members and Term Members shall only enjoy the rights set out in Rule 8.1(4) to (6) above.

## 9. TERMINATION

9.1 The Executive Council shall have the power to terminate a member's membership with the Association by reason of any of the following conditions:

- (1) where any of the requirements set out in Rule 5 above are not met;
- (2) where the member has behaved in a manner that is prejudicial to the good name and dignity of the Association;
- (3) where the member has violated or breached any of the rules and regulations of the Association; or
- (4) where there are circumstances or valid reasons which justify the expulsion of the member from membership with the Association.
- (5) where a Term Member fails to submit the renewal application within 3

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months of the expiration of the membership.

- 9.2 No refund shall be claimed by any resigned or terminated member in respect of any entrance fee and annual subscription or special contribution previously paid.
- 9.3 A member terminated under Rule 9.1 may within one month of the notification of his termination, appeal to the general meeting of members against the decision of the Executive Council. The decision of the general meeting shall be final.

### CHAPTER III ORGANISATION

#### 10. GENERAL MEETING:

- 10.1 The supreme authority of the Association shall be vested in the General Meeting of members. Every Life Member who is above 21 years of age shall be entitled to be present and vote at any General Meeting and to hold office.
- 10.2 A General Meeting of Life Members shall be called by notice in writing of not less than 14 days.

#### 11. EXECUTIVE COUNCIL:

- 11.1 The affairs of the Association shall be managed by an Executive Council. The Executive Council shall consist of twenty-one (21) Life Members, of which eighteen (18) shall be elected as set out in Rule 22.1 below and three (3) appointed pursuant to Rule 22.2 below.
- 11.2 Unless with the prior approval in writing of the Registrar or an Assistant Registrar of Societies, majority of the Executive Council Members shall be Singapore Citizens.

#### 12. OFFICER BEARERS:

- 12.1 The following Officer Bearers shall be elected by the Executive Council from among its members:
- (1) a President and three Vice-Presidents;
  - (2) a Secretary and an Assistant Secretary; and
  - (3) a Treasurer and an Assistant Treasurer.

#### 13. MEMBERSHIP ADVISORY BOARD

- 13.1 There shall be a Membership Advisory Board which shall provide



advice and guidance to the Executive Council. The Executive Council may appoint Life Members of the Association, who enjoy good reputation and have made special contribution to the Association to the Membership Advisory Board. The term of the Membership Advisory Board shall be the same as that of the elected Executive Council Members.

13.2 The advisors in the Membership Advisory Board may be invited to attend the meetings of the Executive Council. However, they shall have no right to vote at the meetings.

#### 14. MERITORIOUS AND HONORARY LIFE PRESIDENTS

14.1 The Executive Council may appoint Life Members of the Association who had served on the Executive Council and who enjoy good reputation or have made substantial contributions to the Association to be Meritorious Life Presidents.

14.2 The Executive Council may appoint Life Members of the Association who satisfy such criteria and standards including significant contributions to the development of the Association and donations as set by the Executive Council to be Honorary Life Presidents.

#### 15. STAFF:

15.1 All Office Bearers of the Association shall hold their office in an honorary capacity and shall receive no remuneration except in the case of such officers or servants who have been employed or such agents who have been engaged by the Executive Council.

### CHAPTER IV DUTIES

#### 16. GENERAL MEETING:

16.1 The following are the powers of the Life Members in a General Meeting:-

- (1) to receive and approve, and if approved, to adopt the reports and recommendations of the Executive Council and the various committees;
- (2) from time to time to make, repeal and amend all such by-laws and regulations (not inconsistent with these Rules) as may be deemed necessary or expedient for the proper management of the Association;
- (3) from time to time to decide on the policy of the Association in all matters;



- (4) to review, supervise or overrule any act or decision of the Executive Council, any of the committees, or any Office Bearer of the Association; and
- (5) subject to the Rules hereunder, to decide on any and all matters relating to the Association.

## 17. EXECUTIVE COUNCIL:

17.1 The following are the powers of the Executive Council:

- (1) shall have all the powers conferred by these Rules and resolutions of any General Meeting;
- (2) to act and represent the Association in all matters;
- (3) to execute and implement any decisions, resolutions or other directions arrived at, carried or named at a General Meeting;
- (4) to decide on all matters requiring their necessary attention and which are within the objects and/or the purposes of the Association;
- (5) to appoint any committees for any special purposes or affairs as it may deem necessary or expedient and to appoint any members to such committees;
- (6) from time to time to make, repeal and amend any by-laws, regulations and rules in such manner which is not inconsistent with these rules as it may deem necessary or expedient for the proper conduct and management of the Association's affairs;
- (7) to manage and administer the funds of the Association and to manage and administer all movable property owned by, controlled by or acquired by the Association from time to time;
- (8) to arrange for the audit of the Association's accounts;
- (9) to employ such officers and staff or engage such agents as may be required for the management of the Association's affairs;
- (10) from time to time designate such person or persons to be authorized to sign or endorse any cheques, drafts or other orders for the payment of money, issued in the same of or payable to the Association;
- (11) to adjust the entrance fee and/or subscription fee for membership provided always that such adjustment has been approved at an Executive Council Meeting by a majority of two-thirds of the members present thereof and voting in person for such amendment;
- (12) to elect the Office Bearers and appoint Meritorious Life Presidents, Honorary Life Presidents and advisors;
- (13) to elect and fill vacant posts of Office Bearers;
- (14) to prepare the election and determine the procedure for the conduct of the election;



- (15) to pass resolutions in writing for the management of the Association; and
- (16) generally to exercise such powers and duties as may be designated to it from time to time by a General Meeting.

17.2 The Executive Council may not act contrary to the expressed wishes of the General Meeting without prior reference to it and shall always remain subordinate to the General Meetings.

## 18. DUTIES OF OFFICE BEARERS:

18.1 The duties of the Office Bearers are:

- (1) President:
  - (a) Be ex-officer chairman of General Meeting and Executive Council Meeting.
  - (b) Represent the Association in external affairs and manage the internal affairs of the Association.
  - (c) Keep the Association's chop and sign all important documents and cheques.
  - (d) Convene all meetings.
- (2) Vice-Presidents:
  - (a) Assist the President in all affairs of the Association and in the absence of the President shall assume the duties.
- (3) Secretary:
  - (a) Keep records, except financial, of the Association and be responsible for their correctness.
  - (b) Keep minutes of all General and Executive Council meetings.
  - (c) Maintain an up-to-date of members at all times.
  - (d) Take charge of all matters not especially assigned to the other Officer Bearers.
- (4) Assistant Secretary:
  - (a) Assist the Secretary and in the absence of the Secretary shall assume the duties.
- (5) Treasurer:
  - (a) Take charge of the Association's finance and budgets.
  - (b) Keep all funds, collect and disburse all monies for and on behalf of the Association.
  - (c) Keep an account of all monetary transactions and be responsible



for their correctness.

(6) Assistant Treasurer:

- (a) Assist the Treasurer and in the absence of the Treasurer shall assume the duties.

19. EXTERNAL AUDITORS:

19.1 The Association shall at each Annual General Meeting appoint a firm of Certified Public Accountants to hold office until the next Annual General Meeting. The term of office is one year. No firm of which any partner thereof is an Office Bearer of the Association shall be eligible for the appointment as auditor.

19.2 The auditor shall inspect and audit the accounts and all other relevant records of the Association and shall forthwith draw the attention of the Executive Council to any irregularity disclosed by the inspection and audit that is, in the auditor's opinion, of sufficient importance to justify their so doing.

20. TRUSTEES:

20.1 If the Association at any time hold or acquire any immovable property, such property shall be vested in a trustee company appointed at a General Meeting subject to a declaration of trust. A General Meeting may at any time change or replace the trustee company.

CHAPTER V ELECTION

21. DATE OF ELECTION:

21.1 Elections shall be held on or before the Annual General Meeting of the year in which the term of the Executive Council expires.

22. ELECTION PROCEDURE:

22.1 The election shall be by ballot voting and the Life Member with the largest number of votes shall be elected.

22.2 The elected Executive Council Members may at any time during their term appoint up to three (3) Executive Council Members from amongst the Life Members to serve on the Executive Council.





22.3 Executive Council Members appointed after the election of Office Bearers as set out in Rule 12.1 shall serve until the next election of the Executive Council.

22.4 The elected Executive Council Members shall take office within two (2) months after the election. Where rule 22.2 applies, the appointed Executive Council Members shall take office within one (1) month after the appointment."

### 23. TERM OF OFFICE:

23.1 All Executive Council Members of the Association shall hold office for a term of three (3) years but shall be eligible for re-election. Notwithstanding any rules hereunder, any office bearer holding the office of the President, or Treasurer of the Executive Council shall not hold such office for more than two (2) consecutive terms.

23.2 Any Executive Council Member of the Association may resign from office without providing any reasons by giving prior written notice to the Executive Council.

23.3 Any Executive Council Member who becomes insane, or is found to have breached Rule 5 above or whose membership as a member of the Association is terminated by the Executive Council, shall automatically cease to hold office.

23.4 If for any reason any vacancy shall occur in the office of any Executive Council member, the Executive Council may elect a member from within the existing Executive Council to fill the vacancy and any person so elected shall hold the office for the remainder of the term of that office.

### 24. ANNUAL GENERAL MEETINGS:

24.1 The Annual General Meeting shall be held once a year and shall be convened by the Executive Council. An Annual General Meeting shall be convened and held within six (6) months after the end of each financial year of the Association.

24.2 The business of the Annual General Meeting shall be as follows:

- (1) to consider the auditor's report, the reports of the Executive Council, any other reports made by any committees;



- (2) to approve the financial statements of the Association;
- (3) to elect members of the Executive Council in any year in which the term of the Executive Council expires;
- (4) to appoint an Auditor for the Association;
- (5) to confirm the appointment of the trustee company holding the immovable property on trust for the Association; and
- (6) to transact any other business of the Association, whether or not due notice has been given to members of such business.

## 25. EXTRA-ORDINARY GENERAL MEETING:

25.1 The Executive Council may at any time for any special purpose as it deems fit, and shall upon a requisition made in writing by not less than thirty (30) Life Members or 25% of the total Life Membership of the Association, whichever is the lesser, convene and hold an Extraordinary General Meeting. Any such aforesaid requisition by Life Members shall state the objects or purposes of the meeting and shall be duly signed by all the members requesting for such meeting. The Executive Council shall, within one month of the receipt of such aforesaid requisition, convene an Extraordinary General Meeting to discuss the matters specified in the requisition.

25.2 If upon receipt of a requisition from not less than thirty (30) Life Members of the Association as aforesaid the Executive Council does not within the period specified in these rules convene an Extraordinary General Meeting to be held in the manner specified in these rules, the aforesaid Life Members may themselves convene and hold the meeting in the same manner as specified herein.

## 26. QUORUM

26.1 No business shall be transacted at an Annual General Meeting or an Extraordinary General Meeting unless a quorum of not less than fifty (50) Life Members or 25% of the total Life Membership of the Association is present, whichever is the lesser. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of Life Members as provided herein, shall be dissolved, and in any other case, it shall stand adjourned for half an hour to be held at the same venue. Notwithstanding that the quorum may not be achieved after the adjournment as aforesaid, those Life Members present shall be deemed to form a quorum, but they shall have no power to amend any

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part of the existing Constitution.

## 27. EXECUTIVE COUNCIL MEETING:

27.1 Executive Council Meetings shall be held at least once every three (3) months, or as often as the Executive Council deems it necessary or expedient. Executive Council Meetings may also be convened on a requisition made in writing by one-third (1/3) of the members forming the Executive Council.

27.2 At every meeting (other than a General Meeting), one half of the members of the Executive Council, any of the committees, as the case may be, shall constitute a quorum and all matters at such meeting shall be decided by a simple majority of votes unless otherwise provided in these rules. In the event of an equality of votes on a decision, the member presiding at the meeting shall have the casting vote.

27.3 Any member of the Executive Council who absents himself from three meetings consecutively without prior notice to the Executive Council shall automatically be regarded as having resigned from the Executive Council and the vacant post shall be filled by the Executive Council within one month thereof.

27.4 Any changes in the Executive Council shall be notified to the Registrar of Societies within two (2) weeks of the change.

## CHAPTER VII FINANCE AND EXPENSES

### 28. INCOME:

28.1 The Association shall derive its income mainly from entrance and/or subscription fees and any other form of fees paid by the members, donations, property income, dividends and any other types of income which the Association may generate from time to time.

28.2 The income and property of the Association whensoever derived shall be applied towards the promotion of the objects of the Association as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the persons who at any time



are or have been members of the Association or to any of them or to any person claiming through any of them.

28.3 The financial year shall be from 1<sup>st</sup> April to 31<sup>st</sup> March.

## 29. FINANCE MANAGEMENT:

- 29.1 The Treasurer shall manage the funds of the Association and any fund investment proposal shall be submitted to the Executive Council for prior approval. The Executive Council shall determine the manner in which bills, notes, receipts, acceptances, endorsements, cheques, releases, contracts and documents shall be signed or executed by or on behalf of the Association.
- 29.2 The Treasurer shall draw up a budget making annual estimates of its expected or contemplated aggregate expenditure for the ensuing year for the approval of the Executive Council.
- 29.3 The expenditure of the Association shall be classified as (a) ordinary expenditure and (b) special expenditure. The expenditure under the budget making annual estimates of expected or contemplated aggregate expenditure for the ensuing year which has been approved by the Executive Council shall be termed as ordinary expenditure. Any other form of expenditure shall be termed as special expenditure and shall not be incurred or made save and except in accordance with Rule 30.4.
- 29.4 The Executive Council shall have the power, by resolution, to authorise any special expenditure of not more than S\$50,000.00. Any special expenditure exceeding S\$50,000.00 shall require the approval of members by way of a General Meeting.
- 29.5 The purchase or sale of immovable properties and the giving or raising of loans by the Association shall require the approval of members by way of a General Meeting.

## CHAPTER VIII PROHIBITIONS

### 30. PROHIBITION:

30.1 Gambling of any kind is forbidden on the Association's premises. The introduction of materials for gambling or drug taking and of bad



characters into the premises is prohibited.

- 30.2 The fund of the Association shall not be used to pay the fines of members who have been convicted in court.
- 30.3 The Association 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.
- 30.4 The Association shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities.
- 30.5 The Association shall not hold any lottery whether confined to its members or not, in the name of the Association or its Office Bearers, Executive Council or members.
- 30.6 The Association shall not indulge in any political and/or religious activities or allow its funds and/or premises to be used for political and/or religious purposes.

## CHAPTER IX MISCELLANEOUS

### 31. AMENDMENT TO RULES:

- 31.1 The Association shall not amend its Constitution without the prior approval in writing of the Registrar of Societies. No alteration or addition/deletion to this Constitution shall be passed except at a general meeting and with the consent of two-thirds (2/3) of the voting members present at the General Meeting.

### 32. DISSOLUTION:

- 32.1 The Association shall not be dissolved, except with the consent of not less than three-fifth (3/5) of the Life Members of the Association expressed, either in person or by proxy at a General Meeting convened for the purpose, or by postal vote.
- 32.2 In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Association shall



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be fully discharged and the remaining funds will be donated to charitable institutions.

32.3 A Certificate of dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.