

Constitution
SSEAYP International
Singapore (SIS)

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CONSTITUTION OF THE SSEAYP INTERNATIONAL SINGAPORE

INTERPRETATION

1. In this Constitution, unless the context otherwise requires:
 - a. “**SSEAYP**” means the Ship for Southeast Asian Youth Programme;
 - b. “**SSEAYP International Singapore (“SIS”)**” means the alumni for SSEAYP participants from Singapore;
 - c. “**Adviser**” means the Adviser to the SIS;
 - d. “**Executive Board**” means the Executive Board of the SIS, and “**Executive Board Member**” shall bear a corresponding meaning;
 - e. “**Members**” mean members of SIS; and
 - f. “**SI**” means the SSEAYP International; the Alumni Association formed by the Alumni Organizations of the participating countries of SSEAYP.

2. Unless otherwise specified, for the calculation of time in this Constitution, if any period in question, being a period of seven (7) days or less, includes a day other than a Sunday, Saturday or public holiday, that Saturday, Sunday or public holiday shall be excluded from the calculation of that period in question.

NAME

3. There shall be constituted an alumni known as SSEAYP International Singapore (“SIS”).

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OBJECTS

4. The objects of the SIS shall be:
 - (a) To promote social interaction among the former participants of SSEAYP;
 - (b) To liaise with similar alumni associations and youth associations in ASEAN, Japan and other countries;
 - (c) To arrange exchange programmes in order to promote friendship and mutual understanding among the youth of ASEAN, Japan and other countries; and
 - (d) To organise and support the local programme for SSEAYP in Singapore.

PLACE OF BUSINESS

5. The place of business of the Alumni shall be c/o National Youth Council (“NYC”), National Youth Centre, 113 Somerset Road, Singapore 238165.

ELIGIBILITY

6. All former National Leaders and former participants of SSEAYP, who have represented Singapore in SSEAYP, are eligible to be Members on payment of a one-time membership fee, the amount of which may be specified from time to time by SIS with approval of the Adviser, subject to the prevailing GST.
7. All former National Leaders and participants of SSEAYP who have represented any of the other participating countries in SSEAYP, other than Singapore and are living in Singapore are eligible to be Associate Members on payment of a one-time membership fee, the amount of which may be specified from time to time by SIS with approval of the Adviser, subject to the prevailing GST.
8. All persons referred to in paragraphs 6 above shall collectively constitute the members of SIS, and shall hereinafter be referred to as “**the Members**”, and “**Member**” shall bear the same corresponding meaning.

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MEMBERSHIP REGISTER

9. A membership register in a form approved by the Adviser shall be maintained.

10. The membership register shall contain, at the minimum, the following information of all the Members:
 - (a) Full name;
 - (b) NRIC number;
 - (c) Postal address;
 - (d) E-mail address;
 - (e) Year and level of participation;
 - (f) Occupation;
 - (g) Contact number(s); and
 - (h) Date of birth.

TERMINATION

11. A Member shall be liable to have his membership terminated:
 - (a) If he does not observe the Constitution; or
 - (b) If he is found to be involved in activities prejudicial to the interest and good name of SIS.

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ADVISER

12. The Director of the National Youth Council, or his designated representative shall be the Adviser of the SIS.

PATRONS

13. Persons of high social standing may be invited to serve as Patrons of the SIS by the Executive Board, with the approval of the Adviser.

THE EXECUTIVE BOARD

Functions

14. The Executive Board shall:
 - (a) Formulate and implement specific programmes for the SIS Members;
 - (b) Assist the National Youth Council in formulating and implementing local programmes for participants of SSEAYP;
 - (c) Share with the public, through talks, seminars, conferences and publications, knowledge gained by the participants of the SSEAYP;
 - (d) Maintain links with similar alumni and youth associations of ASEAN countries and Japan through seminars, conferences, youth exchange programmes and publications; and
 - (e) Form sub-committees to carry out the above functions and activities.

Composition of the Executive Board

15. The Executive Board shall consist of 21 Executive Board Members who shall be elected at every Biennial General Meeting from among Members of the SIS.
16. Every Executive Board Member shall hold office until the dissolution of the Executive Board unless the following occurs:
 - (a) His/her membership with SIS is terminated;
 - (b) The Executive Board Member resigns; or

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(c) The Executive Board Member vacates his/her office in accordance with this Constitution.

Any Executive Board Member who is assigned and/or authorized by the Executive Board to represent SIS in SI joint projects may do so. The assignment and/or authority to represent SIS shall be deemed to lapse once the Executive Board Member ceases to hold office, and SIS may in its sole discretion inform its SI counterparts or other external agencies and/or organizations of such cessation of assignment and/or authority.

17. The Executive Board shall elect from among the Executive Board Members suitable candidates for the following posts, who shall be collectively known as the office bearers of SIS:
 - (a) President;
 - (b) 1st Deputy President;
 - (c) 2nd Deputy President;
 - (d) Vice-President (Administration);
 - (e) Deputy Vice-President (Administration);
 - (f) Vice-President (Finance);
 - (g) Deputy Vice-President (Finance);
 - (h) Auditor; and
 - (i) Directors.
18. Besides the posts specified in paragraph 17(a) to 17(h) above, the Executive Board shall consist of such other positions as the Executive Board collectively deems necessary and which are further approved by the President and endorsed by the Adviser.
19. The Executive Board may co-opt up to a maximum of three persons of the most recent contingent as year representative(s), who shall enjoy similar rights and privileges as Executive Board Members except for voting rights.
20. The Head (International Affairs) of NYC, or any full-time staff of NYC so assigned by the Adviser shall be an ex-officio member of the Executive Board.

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Term of Office

21. Executive Board Members shall hold office for two years and shall be eligible for re-election at the next General Meeting, provided always that the Vice-President (Finance) shall not hold the same office for more than one (1) term of office upon re-election.

Duties of Office Bearers

22. The President's duties shall include:
- (a) presiding at the General Meeting and all meetings of the Executive Board;
 - (b) ensuring the general and overall management of SIS;
 - (c) being the spokesperson for SIS;
 - (d) signing of cheques or other banking records in conjunction with the Vice-President (Finance); and
 - (d) communicating from time to time with other bodies for the purpose of obtaining and transmitting information on all matters likely to prove beneficial to SIS.
23. The 1st Deputy President shall discharge all duties of the President in the latter's absence, and/or perform all duties as assigned by the President.
24. The 2nd Deputy President shall discharge all duties of the President and 1st Deputy President in their absence, and/or perform all duties as assigned by the President.
25. The Vice-President (Administration)'s ("VPA") duties shall include:
- (a) conducting all correspondence with Members and with external bodies;
 - (b) informing Members of the activities of SIS;
 - (c) issuing notices for Executive Board and General meetings;
 - (d) keeping minutes of Executive Board and General meetings, and making these minutes available to any Member who requests in writing to inspect them;
 - (e) taking charge of all records and registers (including the membership register) except accounting records;
 - (f) preparing the Biennial Report for the General Meeting; and

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- (g) performing all duties necessary to his/her office, as designated and assigned by the President.
26. The Deputy Vice-President (Administration) (“DVPA”) shall discharge all duties of the VPA in his/her absence, and/or perform duties as assigned by the VPA and/or President.
27. The Vice-President (Finance) (“VPF”)’s duties shall include:
- (a) receiving all money on behalf of SIS;
 - (b) paying all bills properly incurred by SIS;
 - (c) arranging and maintaining banking facilities;
 - (d) maintaining all accounting books, financial and related records;
 - (d) collecting membership fees;
 - (e) reporting to the Executive Board on the financial status of SIS;
 - (f) reporting to the Members at the General Meetings the financial status of SIS, via the Statement of Accounts and the Balance Sheet(s);
 - (g) signing of cheques or other banking records in conjunction with the President and/or the 1st or 2nd Deputy Presidents; and
 - (i) performing all duties necessary to his/her office, as designated and assigned by the President.
28. The Deputy Vice-President (Finance) (“DVPF”) shall discharge all duties of the Vice-President (Finance) in his/her absence, and/or perform duties as assigned by the Vice-President (Finance) and/or President.
29. The Auditor shall be responsible for conducting an independent audit on all financial accounts and/or records of the SIS, as may be necessary from time to time.

GENERAL MEETING

30. A General Meeting shall be held biennially prior to the expiry of the term of office of the Executive Board. The conduct of General Meeting shall be in accordance with the Guidelines in **Annex A**.

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31. The General Meeting shall:
- (a) Consider and approve the minutes of the last General Meeting;
 - (b) Consider and approve the Biennial Report;
 - (c) Consider and approve the audited statement of accounts;
 - (d) Elect Executive Board Members to the new Executive Board; and
 - (e) Transact any other business for which seven days' notice in writing must be given to the Executive Board.

Notice of General Meeting

32. At least one month's notice shall be given in writing by the VPA to Members and the notice shall set out the agenda of the General Meeting.

Quorum

33. One hundred Members or one-third (1/3) of the total number of Members of the SIS, whichever is less, shall constitute a quorum for the General Meeting. In the event of there being no quorum the meeting shall be adjourned unless otherwise decided by the Adviser or his representative, for 30 minutes and, thereafter, those present shall then constitute a quorum.
34. A copy of the minutes of the General Meeting, written in the English language, shall be submitted to the Adviser within 30 days after the date of the General Meeting.

Election to the Executive Board

35. The conduct of Election shall be in accordance with the Guidelines in **Annex A**.

Resignation

36. Executive Board Members may resign from the Executive Board by giving one month's notice to the Executive Board. The President shall forward any resignation letter(s) to the Adviser together with the Executive Board's recommendations.

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Termination

37. The Adviser may terminate the term of office of an Executive Board Member without assigning any reason.

Vacation of Office

38. Any Executive Board Member who is absent from three consecutive meetings without a valid reason shall be deemed to have vacated his/her office.

Replacement

39. In the event of any vacancy occurring by virtue of resignation, termination or vacation of office, or arising out of any other circumstances, the Adviser may fill the vacancy on the recommendations of the Board. Appointed members shall hold office until the expiry of the term of the Board.

MEETINGS OF THE EXECUTIVE BOARD

40. The Executive Board shall meet at least once in two months.
41. The quorum for an Executive Board meeting shall be one-half (50%) of the Executive Board Members.
42. The VPA shall give seven (7) days' notice in writing to all Executive Board Members and the notice shall set out the agenda of the meeting.
43. All issues arising at an Executive Board meeting shall be decided by a majority vote of the Executive Board Members present, and in the case of an equality of votes, the presiding chairperson shall have a casting vote.
44. A copy of the minutes of each meeting shall be submitted to the Adviser within 14 days after the date of the meeting. The minutes shall be written in English.

DISSOLUTION

45. The Executive Board may be dissolved by:

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- (a) One-third of the votes of all Members present at a meeting specially convened for this purpose; or
- (b) The direction of the Adviser.

FINANCIAL PROCEDURES

- 46. The Executive Board shall manage its funds in accordance with the Financial Guidelines in **Appendix U1**.

AMENDMENTS

- 47. The Adviser may make amendments to the Constitution provided that notice of such amendments is given to the Executive Board and shall take immediate effect on the date of such notice.