

**CONSTITUTION OF THE  
De La Salle Alumni Association (DLSA)**

CONSTITUTION OF THE DE LA SALLE ALUMNI ASSOCIATION

1      **NAME**

This Alumni shall be known as the "De La Salle Alumni Association" (hereinafter called the "Alumni")

De La Salle School, hereinafter referred to as the "School"

2      PLACE OF BUSINESS

The place of business of the Alumni shall be at address of DE LA SALLE SCHOOL or at any other address as may be decided by the Executive Committee from time to time, subject to the approval of the Registrar of Societies. The Alumni shall carry out its activities only in places and premises, which have the prior written approval from the relevant authorities.

3                      **OBJECTIVES**

3A              The objectives of the Alumni shall be:

- a.      To maintain close links with the former students (hereinafter referred to as "Lasallians") of De La Salle School and of all other Lasallian Schools in Singapore:
- b.      To promote the moral and spiritual development of Lasallians of the School:
- c.      To promote and/or organise social, cultural, recreational, trade/business and professional activities amongst Lasallians;
- d.      To foster the spirit of service to the School, the Catholic Church and the Republic of Singapore;
- e.      To initiate and support various fund-raising projects that are in keeping with the objectives of the Alumni;
- f.      To foster close links with the International Confederation of Christian Brothers' Old Boys' Alumni, other Lasallian Alumni and/or organisations and other Alumni and/or organisation of Christian/Catholic schools in Singapore and elsewhere;
- g.      To promote the concept of the "Lasallian Family" at National and International levels: and

- h. To execute any purpose not specifically provided for herein which the Alumni deems to be reasonably ancillary, incidental to or consequential on any of the objectives herein set forth, provided always that these objectives are promoted in accordance with these rules and any relevant laws prevailing in the Republic of Singapore.
- i. To support De La Salle School in activities deemed worthy by its members; "Support" shall be defined as offering help and counsel. It does not mean getting directly involved in the planning of School activities but to offer our help and counsel in terms of publicity, contacts and networks. The exception to this will be when the School cedes over control of the planning of an event or activity totally to the Alumni to organize, in which case the Alumni have the authority to state it's stand on whether to accept or not and to state the terms under which the Alumni will accept such a responsibility

3B The Alumni may for the purpose of performing its functions and achieving its objectives:

- a. Grant prizes and scholarships and establish and subsidise lectureships in Christian Brother Schools and Institutions
- b. Establish and provide facilities for social interaction amongst its members and between its members and current students of the School
- c. Purchase, rent and/or acquire such movable or immovable property as are required for the purpose of the Alumni
- d. Invest any funds of the Alumni in any investments authorised by law for the investment of trust funds
- e. Sell, realize, vary or otherwise deal with any movable property, immovable property or investments of the Alumni
- f. Receiving grants, donations or gifts from members or any other source
- g. Collect or otherwise acquire sums of money, subject to Rule 6 stated in this Constitution, in order to support the mission of the De La Salle Brothers in Singapore or elsewhere and/or for other charitable and/or educational purposes, and to establish and maintain in Singapore or elsewhere, a Trust or Endowment or such other type of funds for the aforesaid purposes and
- h. Do all other things as are incidental or conducive to the attainment of the functions and objectives of the Alumni

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## **MEMBERSHIP**

- 4A The Alumni shall consist of the following categories of members:
- a) Honorary Members;
  - b) Ordinary Members;
  - c) Associate Members.
- 4B Honorary Membership may be conferred by the Alumni on such persons distinguished in public life, by service to the community, by service to the School and/or to other Lasallian schools as the Executive Committee may think fit for such period as the Executive Committee may in any case consider appropriate. Such persons may include (but is not limited to) Old Boys and Girls of the School, current and former teachers of the School and other Lasallian schools.
- 4C All persons who are former students of the School and have studied in the respective institutions for a period of not less than one full academic year shall be eligible for Ordinary Membership. However, former students of the School who have joined other schools or educational institutions shall not be eligible for Ordinary Membership whilst still students of those other schools/institutions. All Ordinary members must be at least 21 years of age.
- 4D Associate Membership may be conferred by the Alumni, upon application, on such persons who in the opinion of the Executive Committee are related to the School and/or would contribute to the furtherance of the objectives of the Alumni and/or who fulfill such criteria as the Executive Committee may determine from time to time. Such persons may include (but is not limited to) graduating students of the School, parents of current and former students of the School, former students of other Lasallian schools in Singapore and current and former teachers of the School or other Lasallian schools in Singapore.

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## **HONORARY ADVISOR**

The Principal of the School for the time being shall be the Honorary Advisor of the Alumni. He/She shall have the right to be present and speak at all meetings of the Alumni. He/She shall not hold office or have the right to vote at the meetings of the Alumni.

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## **APPLICATION FOR MEMBERSHIP AND PAYMENT OF MEMBERSHIP / SUBSCRIPTION FEES**

- 6A An applicant for membership must submit his or her particulars to the Honorary Secretary on the prescribed Application Form which can be obtained from the Honorary Secretary or downloaded from the official website of the Alumni.

- 6B The Executive Committee will decide on the application for membership. A copy of the Constitution shall be furnished to every approved member, save that where a membership fee is payable, a copy shall be furnished only upon payment of the membership fee.
- 6C Save as is otherwise herein provided, all Ordinary members must pay a one-time membership fee of \$100.00, the respective amounts of which shall be determined by the General Meeting of members. Associate members need only pay a one-time membership fee of \$20.00. However, those below 21 years of age who join the Alumni as Associate Members may, upon attaining the age of 21, opt to convert to Ordinary Members by paying a conversion fee equivalent to the difference between the prevailing Ordinary Membership fee and \$20.00. Upon such conversion, and subject to Rule 7D, the annual subscription fees shall be payable by them. Such Associate Members who opt not to convert to Ordinary Membership shall not be liable to pay the conversion fee or the annual subscription fees. For retiree members, the membership fee shall be reduced by half. The Executive Committee shall have the discretion to waive membership and/or subscription fees for certain members on special grounds or otherwise as they deem fit, especially for members who are of the clergy or who belong to religious orders.
- 6D The membership fees, where applicable, are payable within two weeks of approval to membership.
- 6E Any member who is in default of payment of any annual subscription fees shall not qualify to be an officer of the Alumni or a member of the Executive Committee, shall not be entitled to vote or to move and/or second resolutions at General Meetings of members, and shall not be entitled to any other rights, privileges or benefits enjoyed by Ordinary Members.
- 6F Any additional funds required for special purposes may only be raised from members with the consent of the General Meeting of members. Simple quorum will be sufficient to approve such fund raisers.

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### **RIGHTS AND DUTIES OF MEMBERS**

- 7A All Honorary and Ordinary members shall be eligible to participate in the activities organised by the Alumni. In addition, the Executive Committee may invite Associate Members to participate in the activities organized by the Alumni. However, Honorary and Associate Members shall not qualify to be officers of the Alumni or members of the Executive Committee, or to vote, or to move and/or second resolutions at General Meetings of members.
- 7B In addition to the rights, benefits and privileges of Ordinary Members, Honorary Members shall also be entitled to additional rights, benefits and privileges which the Alumni may confer on them from time to time as determined by the Executive Committee.

- 7C Full time students and/or persons under the age of 21 shall not qualify to be officers of the Alumni or members of the Executive Committee.
- 7D All members must strictly observe the rules and regulations of the Alumni and abide by the decisions of the Executive Committee and General Meetings. Members shall pay all dues of the Alumni as laid out in the Constitution. Certain activities organized by the Alumni may also require participating members to pay reasonable fees or charges which shall be prescribed by the Executive Committee.

8 **CESSATION OF MEMBERSHIP**

- 8A Any member who has acted in a manner contrary to the interests and welfare of the Alumni or has been convicted of any offence in Singapore and sentenced to imprisonment for more than six months maybe subject to the discretion of the Executive Committee be deprived of his membership.
- 8B A member who wishes to resign from the Alumni shall submit his resignation to the Executive Committee in writing.
- 8C Membership and subscription fees, and any other monies banked in the name of the Alumni are not refundable in the event of cessation of membership.

9 **MANAGEMENT AND COMMITTEE**

- 9A The supreme authority of the Alumni shall be vested in the General Meetings of members, presided over by the President.
- 9B The affairs of the Alumni shall be managed by the Executive Committee. The Executive Committee shall comprise not more than 11 persons and shall include the following:
- A President;
  - A Vice President;
  - An Honorary Secretary;
  - An Honorary Treasurer;
  - An Assistant Treasurer;
  - A maximum of 6 Ordinary Executive Committee Members; and
  - The Immediate Past President as Advisor to the Committee
- 9C The Executive Committee may appoint one or more Sub-Committees or Boards for any general or special purpose, which in the opinion of the Executive Committee, may be better dealt with or managed by a Sub-Committee or Board. The Executive Committee may delegate to any Sub-Committee or Board so appointed, with or without restrictions, as the Executive Committee thinks fit, the exercise of any function exercisable by the Executive Committee.

- 9D The number and term of office of the members of a Sub-Committee or Board so appointed under this Rule, and the number of those members necessary to form a quorum shall be fixed by the Executive Committee.
- 9E A Sub-Committee or Board appointed under this Rule may include persons who are not members of the Executive Committee but who shall be members of the Alumni.
- 9F The Executive Committee is:
- a. Responsible for the discipline of office-bearers and empowered after proper enquiry to remove from office any office-bearers guilty of conduct prejudicial to the interests of the Alumni;
  - b. Responsible to see that the decisions of the General Meetings are carried out;
  - c. To examine all applications for memberships and approve them if found fit;
  - d. To deprive any member of the privileges of membership pursuant to Rule 8A;
  - e. Responsible for formation and conduct of all Sub-Committees and the general welfare of the Alumni;
  - f. To organise and supervise the activities of the Alumni. It may not act contrary to the expressed wishes of the General Meetings without prior reference to it and always remains subordinate to the General Meetings; and
  - g. To lay down general policies of the Alumni.
- 9G Each section of the Executive Committee shall plan a programme of its activities in accordance with the general policy of the Alumni and submit each programme to the Executive Committee for approval at the beginning of each financial year.

10. **DUTIES OF OFFICE-BEARERS**

- 10A The President:
- a. Shall preside at all Executive Committee and General Meetings;
  - b. Shall supervise all Sub-Committees and the general welfare of the Alumni;
  - c. Has the right to call a meeting of the Executive Committee or of the general body of the Alumni; and
  - d. Shall represent the Alumni in its dealings with outside persons.

10B The Vice-President:

- a. Will assist the President; and
- b. Shall take over all the duties of the President in the latter's absence

10C The Honorary Secretary:

- a. Shall be responsible for all correspondence, documents and records, except financial and that relating to membership, of the Alumni, and shall be responsible for their correctness; and
- b. Will record minutes of all General and Executive Committee Meetings.
- c. Shall maintain an up-to-date Register of Membership at all times.

10D The Honorary Treasurer/ Assistant Treasurer:

- a. Shall keep all funds and collect and disburse all monies on behalf of the Alumni and shall keep an account of all monetary transactions and shall be responsible for their correctness;
- b. Is authorized to expend up to \$500.00 per month with the appropriate endorsements of the President and Vice-President, for petty expenses on behalf of the Alumni. He shall not keep more than \$500.00 in the form of cash and money in excess of this will be deposited in a bank to be named by the Executive Committee; and
- c. Shall sign all cheques etc. for withdrawals from the bank with the President, Vice President or the Secretary.

10E The Ordinary / Executive Committee Members shall assist in the general administration of the Alumni and perform duties assigned by the Executive Committee from time to time.

10F The Immediate Past President shall help to maintain continuity in policies and programmes between the new and the outgoing Executive Committees.

## 11 **USAGE OF ALUMNI'S FUNDS**

11A The Executive Committee shall have the power and authority to utilize the Alumni's funds as it deems fit for purposes congruent with the Alumni's objectives, subject to these rules and any relevant laws prevailing in the Republic of Singapore.

11B At all times, the Executive Committee shall not pledge, commit to or undertake any project or activity, or utilize the Alumni's funds in any manner that would result in the Net Assets of the Alumni falling below 75% of the

Net Assets available to the Alumni at the time when the Executive Committee in question took office, unless prior approval of not less than 75% of members present and voting in person has been obtained at a General Meeting. For the purpose of determining whether a proposed project, activity or expenditure would result in the Net Assets of the Alumni falling below 75% of the Nets Assets available to the Alumni at the time when the Executive Committee in question took office, the full sum of the proposed project's or activity's costs shall be taken into account, regardless of whether the project or activity is to take place over a period of time exceeding the Executive Committee's term of office or whether payment for such project or activity is to be made over a period of time exceeding the Executive Committee's term of office.

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### **GENERAL MEETINGS**

- 12A The Annual General Meeting of the Alumni shall be held not later than end July of each year. The date and time of the meeting shall be fixed by the Executive Committee of which due notice shall have been given for the following purposes:
- a. To receive, and if approved pass the Annual Report, Balance Sheet and Statement of Accounts from the Executive Committee for the preceding financial year;
  - b. To elect the office-bearers and the Honorary Auditors for the following term; and
  - c. To decide on any resolution which may be tabled for consideration.
- 12B Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice to the Honorary Secretary one week before the meeting is due to be held.
- 12C An Extraordinary General Meeting must be convened by the President within 28 days from the receipt of a requisition in writing signed by not less than one-quarter of the total voting membership, specifying the object of the General Meeting. If the President does not, within 28 days from the date of receipt of the written requisition, proceed to convene an Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving seven days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Alumni's notice board. An Extraordinary General Meeting may also be called at anytime by order of the Executive Committee.
- 12D An Executive Committee Meeting shall be held at least four times a year after giving 7 days' notice to the Executive Committee Members. Additional meetings may be called by the President as and when necessary by giving 5 days' notice.

12E Quorum at meetings:

- a. For a General Meeting, either one-quarter of the total voting membership or 30 voting members present including the 4 key office bearers, whichever is lower, shall form a quorum; and
- b. For Executive Committee Meetings, at least one half of the Executive Committee Members present shall form a quorum.

12F At least 2 weeks' notice shall be given of an Annual General Meeting and at least seven days' of an Extraordinary General Meeting. The particulars of the agenda and notices may be given by post or electronic mail to all voting members. SMS and MMS are not deemed as electronic mail for this context.

12G In the event that a meeting does not meet the expected quorum, the meeting shall be adjourned for half an hour and should the number then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to amend any of the existing rules.

12H Unless otherwise provided in this Constitution, all resolutions put to the vote at a General Meeting shall be decided by a show of hands and shall be approved by a simple majority of members present and voting. Each member shall have one vote on a show of hands at a General Meeting.

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**ELECTION**

13A Elections for the office-bearers of the Executive Committee shall be held at every alternate Annual General Meeting.

13B Except for the Immediate Past President, nominations for the office-bearers as stipulated at Rule 10 B may be submitted prior to the holding of the Annual General Meeting, to the Honorary Secretary on forms obtainable from the Honorary Secretary. Such nominations must be completed with the names of the proposer and a seconder for the nominated candidate. Alternatively, nominations may also be proposed and seconded in person at the Annual General Meeting itself, although it is preferable for nominations to be made as early as possible via submitted forms.

13C The election shall follow on a simple majority vote of the voting members present.

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**TENURE OF OFFICE**

All office-bearers shall hold office until the next election. All office-bearers (except the Honorary Treasurer) are eligible for re-election to the same posts for a consecutive term of office.

15     **VACANCY IN THE OFFICE AND CO-OPTED COMMITTEE MEMBERS**

In the event of a vacancy occurring in the office of the President. Vice-President or any of the Executive Committee Members, the Executive Committee may appoint any suitable member to fill such vacancy until the end of the term. In addition, in the event that following an election, the number of office-bearers in the Executive Committee is less than 11 persons, the Executive Committee may co-opt any suitable member to the Executive Committee, provided that the total number of the Executive Committee shall not exceed 11 persons.

16     **AMENDMENTS TO RULES**

No alteration or addition/deletion to these rules shall be made except at a General Meeting and with the consent of one half of the voting members present and they shall not come into force without the prior sanction of the Registrar of Societies.

17     **AUDIT**

17A    Two voting members, who are not members of the Executive Committee or any Sub-Committee, will be elected as Honorary Auditors at the alternate Annual General Meeting and will hold office for a term of two years and shall not be re-elected for a consecutive term. They:

- a.     Will be required to audit each year's accounts and present a report upon them at the Annual General Meeting; and
- b.     May be required by the President to audit the Alumni's accounts for any period within their tenure of office at any date and make a report to the Executive Committee.

17B    The financial year shall begin on the 1st day of July and end on the last 30<sup>th</sup> of June.

18     **STATEMENTS**

Public statements including circulars, letters, press release, pamphlets etc. must first have the approval of the Executive Committee before their release.

19     **PROHIBITIONS**

19A    The Alumni shall not be involved with the day-to-day management of the School, which is the responsibility of the Principal. However, in line with objective 3A, members of the Alumni are encouraged to raise issues or channel suggestions through the Executive Committee.

19B    Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250. is forbidden on the Alumni's premises and at all activities organised by the Alumni. The introduction of materials for gambling or drug abuse and of bad characters into the Alumni's premises or at its activities are prohibited.

- 19C The funds of the Alumni shall not be used to pay the fines and/or legal expenses of members who have been convicted in Court nor shall they be used for donations, presents or any other purpose in connection with any political party or trade union or for any purpose which is not for the furtherance of the objective of the Alumni.
- 19D The Alumni 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.
- 19E The Alumni shall not hold any lottery, whether confined to its members or not in the name of the Alumni or its office-bearers, Executive Committee or members unless with the prior approval of the relevant authorities.
- 19F The Alumni shall not indulge in any political activity or allow its funds and/or premises to be used by any political party or trade union or for any political purpose incompatible with the objectives of the Alumni.
- 19G The Alumni shall not raise funds from the public for whatever purpose without the prior written approval from the Executive Committee and Head, Licensing Division, Singapore Police Force and other relevant authorities.
- 19H The Alumni shall not attempt to restrict or interfere with trade or make directly or indirectly any recommendation to, any arrangement with its members which has the purpose or is likely to have the effect of fixing or controlling the price or any discount, allowance or rebate relating to any goods or services which adversely affect consumer interests.

## 20 **DISSOLUTION**

- 20A The Alumni shall not be dissolved, except with the consent of not less than 3/5 of the total voting members of the Alumni for the time being resident in Singapore, expressed either in person or by proxy, at a General Meeting convened for the purpose.
- 20B In the event of the Alumni being dissolved, as provided above, all debts and liabilities legally incurred on behalf of the Alumni shall be fully discharged and the remaining funds shall be disposed of as the Executive Committee may deem fit or donated to the School.
- 20C A Certificate of Dissolution shall be given within seven days of the dissolution to the Registrar of Societies.

## 21 **INTERPRETATION**

In the event of any question or matter arising out of any point pertaining to the day-to-day administration of the Alumni which is not expressly provided for in the rules, the decision of the Executive Committee shall be final unless it is reversed at a General Meeting of members.

22 **TRUSTEES**

22A If the Alumni at any time is given or acquires in any way, any immovable property or funds pursuant to these rules, such property or funds shall be vested in trustees subject to a declaration of trust in favour of the Alumni.

22B The trustees of the Alumni shall:

- a. Not be more than four and not less than two in number;
- b. Be elected by a General Meeting of members; and
- c. Not effect any sale or mortgage of property without the prior approval of the General Meeting of members.

22C The office of the trustee shall be vacated:

- a. If the trustee dies or becomes of unsound mind;
- b. If he is absent from the Republic of Singapore for a period of more than one year;
- c. If he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee; and
- d. If he submits notice of resignation from his trusteeship.

22D Notice of any proposal to remove a trustee from his trusteeship or if required to appoint a new trustee to fill a vacancy must be given by posting it on the notice board in the Alumni 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.

22E The addresses of immovable properties, names of trustees and any subsequent change must be notified to the Registrar of Societies.