

CONSTITUTION OF CHILDREN'S CANCER FOUNDATION

NAME

1. This society shall be known as "Children's Cancer Foundation" (hereinafter referred to as the "Society").

PLACE OF BUSINESS

2. Its place of business shall be at "298 Tiong Bahru Road #03-05 Central Plaza Singapore 168730" or such other address as may subsequently be decided upon by the Management Committee and approved by the Registrar of Societies. The Society shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities.

OBJECTS

3. Its objects are:-
 - (a) to provide emotional support including counseling services to the cancer children and their families;
 - (b) to create public awareness, and disseminate medically sound information to the families, regarding childhood cancer;
 - (c) to provide financial assistance to needy families and referral of social resources;
 - (d) to organize social activities for the cancer children and their families;
 - (e) to support research projects into childhood cancer and enhance the expertise of medical staff and social workers;
 - (f) to facilitate a conducive and well-equipped hospital environment for cancer children.

MEMBERSHIP

4. Ordinary membership is open to:
 - i) all parents/caregivers of children suffering from or who have recovered from childhood cancer; and

- ii) non-beneficiaries who are above eighteen (18) years of age; and who subscribe to the above objects.
- 5. Ordinary members shall have the right to one vote each or to one vote per family where there is more than one ordinary member in a family, and hold office in the Society.
- 6. A person wishing to join the Society should submit his particulars to the Secretary on a prescribed form. A new member must be proposed and seconded by existing members. His name will then be posted on the notice board in the Society's premises for one (1) week, at the end of which time he will be eligible for Membership provided that there is no objection. In the event of objections being raised, the Committee will decide the matter. A copy of the Constitution of the Society shall be provided to every approved applicant who has paid his entrance fees.

ENTRANCE FEES, SUBSCRIPTION AND OTHER DUES

- 7. Membership is free and members are strongly encouraged to update membership details with the Society to receive correspondences related to the Society's activities and programs. New members are required to submit a membership form to the Society.
- 8. Members who wish to terminate their membership should send in a letter to indicate their termination. Membership termination under this Clause shall be reported to the Management Committee within three months of the date of receipt of the letter.
- 9. Membership may be terminated for members who made unauthorized representation or misrepresent the Society to the public or who are convicted in a court of law for criminal activities. The Management Committee shall determine whether membership is to be terminated under this clause.
- 10. Any additional fund required for special purposes may only be raised from members with the consent of the General Meeting of the members.

SUPREME AUTHORITY AND GENERAL MEETINGS

- 11. The supreme authority of the Society is vested in a General Meeting of the members presided over by the Chairman.
- 12. An Annual General Meeting (AGM) shall be held no later than 30th June.
- 13. At other times an Extraordinary General Meeting (EGM) must be called by the Chairman on the request in writing of five (5) or more voting members and may be called at any time by order of the Committee. The notice in writing shall be given to the Secretary setting forth the business that is to be transacted. The EGM shall be convened within two (2) months from receiving this request to convene the EGM.

14. If the Committee does not within two (2) months upon the date of the written request proceed to convene an EGM, the members who requested for the EGM shall convene the EGM by giving ten (10) days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Society's notice board.
15. At least two (2) weeks' notice will be given of an AGM and at least ten (10) days' notice of an EGM. Notice of meeting stating the date and place shall be notified to the members by the Secretary. The particulars of its agenda will be posted on the Society's notice board four (4) days in advance of the meeting.
16. The following points will be considered at the AGM:-
 - (a) The previous financial year's accounts and annual report of the Committee.
 - (b) The election of office-bearers and the appointment of an independent external auditor for the following term.
17. Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice to the Secretary one (1) week before the meeting is due to be held.
18. At least one-quarter ($\frac{1}{4}$) of the total voting Membership or thirty (30) voting members, whichever is the lesser, present at a General Meeting shall form a quorum.
19. In the event of there being no quorum at the commencement of a General Meeting, 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 provisions in the Constitution.

MANAGEMENT AND COMMITTEE

20. The administration of the Society shall be entrusted to a Management Committee consisting of the following to be elected at each AGM:-
 - Chairman
 - Vice Chairman 1
 - Vice Chairman 2
 - Hon Secretary
 - Hon Treasurer
 - No more than 10 Ordinary
 - Management Committee Members
21. Names for the above offices shall be proposed and seconded at the AGM and election will follow on a simple majority vote of the members. All office bearers may be re-elected to the same post for a consecutive term of office except that the Treasurer may be re-elected for a consecutive term

of office no more than once. The term of office of the Committee is one year.

22. Election will either be by show of hands or, subject to the agreement of the majority of the voting members present, by a secret ballot. In the event of a tie, the Chairman of the meeting shall have a casting vote.
- 22A In the event that insufficient Ordinary Management Committee Members are elected at the AGM, additional Ordinary Management Committee Members can be co-opted by the Management Committee after the AGM. These co-opted Ordinary Management Committee Members have no voting rights in the Management Committee Meeting unless elected in a subsequent AGM.
23. A Committee Meeting shall be held at least once in two months after seven (7) days' notice to Committee Members. The Chairman may call a Committee Meeting at any time by giving three (3) days' notice. At least one-half (1/2) of the Committee Members must be present for its proceedings to be valid.
24. Any member of the Management Committee absenting himself from three (3) meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Management Committee and a successor may be appointed by a unanimous decision of the remaining Management Committee members. The successor may be co-opted from outside of the Management Committee to serve until the next AGM. Any change in the Management Committee shall be notified to the Registrar of Societies within two (2) weeks of the change
25. The duty of the Management Committee is to organise and supervise the daily activities of the Society. The Management Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and always remains subordinate to the General Meetings.
26. The Management Committee has power to authorise a financial year's budget and any other expenditure in accordance with its Financial Guidelines.

DUTIES OF OFFICE-BEARERS

27. The duties of the office-bearers are as follows:-
 - (a) The Chairman shall act as the Chairman at all General and Committee Meetings. He shall also represent the Society in its dealings with outside persons.
 - (b) The Vice Chairman 1 shall assist the Chairman and deputise for him in his absence. The Vice Chairman 2 shall assist the Vice Chairman 1 and deputise for him in his absence.

- (c) The Secretary shall keep all records, except financial, of the Society and shall be responsible for their correctness. He will keep minutes of all General and Committee Meetings. He shall maintain an up-to-date Register of Members at all times.
- (d) The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Society and all shall keep an account of all monetary transactions and shall be responsible for their correctness. He is authorised to expend up to \$500 per month for petty expenses on behalf of the Society. He will not keep more than \$250 in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee. Cheques, etc for withdrawal from the bank will be signed by the Chairman or the Vice-Chairman in addition to the Treasurer or a Treasurer's assistant appointed by the Committee from among the Ordinary Committee Members.
- (e) The Ordinary Management Committee Members, though not bearing office, shall attend all meetings of the Management Committee and General Meetings, and be involved in the management and promotion of the activities of the Society.

AUDIT AND FINANCIAL YEAR

- 28. The independent external auditor shall be appointed at the AGM for a term of one (1) year and shall audit the Society's accounts and report to the members for any period within their tenure of office.
- 29. The financial year shall be from 1st Jan to 31st Dec.

TRUSTEES

- 30. If the Society at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.
- 31. The trustees of the Society shall:-
 - (a) Not be more than four (4) and not less than two (2) in number.
 - (b) Be appointed and approved by a General Meeting of members.
 - (c) Not effect any sale or mortgage of property without the prior approval of the General Meeting of members.
- 32. The office of the trustee shall be vacated:-
 - (a) If the trustee dies or becomes a lunatic or of unsound mind.
 - (b) If he is absent from the Republic of Singapore for a period of more

than one (1) year.

- (c) If he is guilty of misconduct of such kind as to render it undesirable that he continues as a trustee.
 - (d) If he submits notice of resignation from his trusteeship.
33. The result of such General Meeting shall then be notified to the Registrar of Societies and the Commissioner of Charities.
34. The addresses of immovable properties, names of trustees and any subsequent change must be notified to the Registrar of Societies and the Commissioner of Charities.

PROHIBITIONS

35. (a) Gambling of any kind is forbidden on the Society's premises. The introduction of materials for gambling, drug-taking and of bad characters into the premises is prohibited.
- (b) The funds of the Society shall not be used to pay the fines of members who have been convicted in Court.
 - (c) The Society 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.
 - (d) The Society 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 affects common interest.
 - (e) The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its office-bearers, Committee or members, unless with the prior written approval of the relevant authorities.
 - (f) The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
 - (g) The Society shall not raise funds from the public for whatever purposes without the prior approval in writing to the Director of Criminal Investigation Department and other relevant authorities.

AMENDMENTS TO CONSTITUTION

35. No alteration or addition or deletion to the provisions in the Constitution shall be made except at a General Meeting, or they shall not come into

force without the prior sanction of the Registrar of Societies and the Commissioner of Charities.

INTERPRETATION

37. In the event of any question or matter arising out of any point which is not expressly provided for in the provisions in the Constitution, the Committee shall have power to use their own discretion. The decision of the Committee shall be final unless it is reversed at a General Meeting of members.

DISPUTES

38. In the event of any dispute arising amongst members, they shall attempt to resolve the matter at any EGM in accordance with the provisions in the Constitution. Should the members fail to resolve the matter, they may bring the matter to a Court of law for settlement.

DISSOLUTION

39. (a) The Society shall not be dissolved, except with the consent of not less than three-fifths (3/5) of the members of the Society for the time being resident in Singapore, expressed, either in person or by proxy, at a General Meeting convened for the purpose.
- (b) In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged, and the remaining funds will be donated to an approved charity or charities in Singapore.
- (c) A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies and the Commissioner of Charities.