

CONSTITUTION OF ASIAN CERAMIC SOCIETY

NAME

1.1 This/her Society shall be known as the “Asian Ceramic Society”, hereinafter referred to as the “Society”.

PLACE OF BUSINESS

2.1 Its place of business shall be at “11A Woodlands Avenue 6, #03-05, Singapore 738993” or such other address as may subsequently be decided upon by the 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, where necessary.

OBJECTS

3.1 The Society is a non-profit and religion-free organization. It is initiated by a group of professors, scientists, and professionals in Singapore and Asia. The mission of the Society aims to strengthen its role as a leading force in advancing the science, technology, and applications of ceramics while fostering collaboration, innovation, and sustainability across the region. Its objects are:

- a) To promote research excellence and technology advance by fostering a platform for researchers and industries to share their latest findings, methodologies, and advancements.
- b) To facilitate knowledge exchange and create opportunities for scientists, engineers, and academics to exchange ideas, best practices, and technical knowledge through conferences, seminars, and workshops.
- c) To facilitate collaborative efforts among researchers, institutions, and industries across Asian countries to address common challenges and develop innovative solutions in ceramic science and technology.

- d) To foster stronger ties between academia and industry by facilitating technology transfer, joint research projects, and industry-relevant education and training programs.
- e) To promote the rich cultural heritage of ceramics in Asian societies by organizing events, exhibitions, and programs that highlight traditional and contemporary ceramic arts.

3.2 In furtherance of the above objects, the Society may

- a) Organize international conference bringing together researchers, scientists, engineers, and industry professionals from across Asia to present their latest research findings, exchange ideas, and foster collaborations.
- b) Conduct regular webinars featuring invited speakers on diverse topics related to ceramics, including research updates, industry trends, and best practices.
- c) Launch a peer-reviewed journal or regular newsletter or bulletin showcasing original research articles, reviews, industry insights, and relevant industry developments.
- d) Host exhibitions, art shows, tours, workshop, or cultural exchanges to promote appreciation and understanding of traditional ceramic arts.

MEMBERSHIP QUALIFICATION AND RIGHTS

4.1 Membership is open to.

- a) Ordinary Members

Ordinary Membership shall be open by the invited persons who are in the interests of the Society and have obtained at least a Bachelor degree from a recognized institution. Besides, person with outstanding accomplishments can be an ordinary member subject to the Society Committee's approval. Ordinary members shall pay entrance and annual subscription fees, the amount which shall be determined by the Committee.

b) Associate Member

Associate Membership shall be open to invited individuals who are currently studying in a recognized institution towards Bachelor degree or higher. Associate members shall pay entrance and annual subscription fees, the amount to be determined by the Committee, and shall be entitled to the privileges of membership except that they shall not be entitled to vote in the General Meetings or hold office in the Society.

c) Corporate Member

Corporate Membership shall be open to invited corporation or institution. Corporate members shall pay entrance and annual subscription fees, the amount which shall be determined by the Committee. A Corporate membership is entitled appoint two persons to represent them. Corporate members shall not be entitled to vote at General Meetings and hold office in the Society.

d) Honorary Member

Honorary Membership shall be conferred by the Committee at its sole discretion on any invited individual who has rendered outstanding services to the Society or any invited individual whose membership is in the interests of the Society. Honorary Members shall not pay either the entrance or annual subscription fees. Honorary Members shall not be entitled to vote at General Meetings and shall not hold office in the Society.

4.2 Persons who are below 18 years of age shall not be accepted as members.

4.3 Only Ordinary members who are above 21 years of age shall be entitled to one vote each and shall also be known as voting members for all General Meetings of the Society if they join the Society before or on the day of previous Annual General Meeting and have been actively involved in the activities of the Society.

4.4 Only Ordinary Members under 4.3 shall be invited to stand for election to the Committee.

4.5 Membership of the Society shall be automatically terminated in any of the following events:

- a) Death.
- b) Resignation - Notice of resignation shall be given to the Secretary in writing, and the member shall remain liable for all arrears due.
- c) Voting by not less than two-thirds of the Committee members present at the meeting to expel the member for any of the following reasons: (i) The member performing an act which causes disrepute to the Society; (ii) The member violating any of the By-Laws of the Society.

APPLICATION FOR MEMBERSHIP

5.1 A person who is invited to join the Society should submit his/her particulars to the Secretary on a prescribed form.

5.2 The Committee shall decide on the application for membership. Any application from any person deemed inappropriate or undesirable for Society membership may be rejected at the sole discretion of the Committee. Further any omission of or inaccuracy in the particulars of any candidate may, at the discretion of the Committee, render his/her application null and void. The entrance fee shall be refunded to an applicant whose application is rejected.

5.3 Members shall inform the Secretary of any change in their email address and other contact information.

ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

6.1 The entrance fees and subscriptions shall be determined by the General Meeting on recommendation from the Committee from time to time.

6.2 The annual subscriptions are payable in such manner as the Committee may from time to time decide.

6.3 Annual subscriptions are payable in advance within the first month of the year. If a member fails to settle his/her arrears for more than three (3) months, he/she will automatically cease to be a member and the Committee may take legal action against him/her provided that they are satisfied that he/she has received due notice of his/her debts.

6.4 Any additional fund required for special purposes may only be raised from members with the consent of the general meeting of the members.

6.5 The income and property of the Society whensoever derived shall be applied towards the promotion of the objects of the Society 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 Society or to any of them or to any person claiming through any of them.

SUPREME AUTHORITY AND GENERAL MEETINGS

7.1 The supreme authority of the Society is vested in a General Meeting of the members.

7.2 An Annual General Meeting shall be held within 3 months from the close of its financial year.

7.3 At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than 25% of the total voting membership or thirty (30) voting members, whichever is the lesser, and may be called at anytime 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 Extraordinary General Meeting shall be convened within two (2) months from receiving this/her request to convene the Extraordinary General Meeting.

7.4 If the Committee does not within two (2) months after the date of the receipt of the written request proceed to convene an Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting 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.

7.5 At least two (2) weeks' notice shall be given of an Annual General Meeting and at least ten (10) days' notice of an Extraordinary General Meeting. Notice of meeting stating the date, time and place of meeting shall be sent by the Secretary to all voting members. The particulars of the agenda shall be posted on the Society's notice board four (4) days in advance of the meeting.

7.6 Unless otherwise stated in this/her Constitution, voting by proxy shall not be allowed at all General Meetings.

7.7 The following points will be considered at the Annual General Meeting:

- a) The previous financial year's accounts and annual report of the Committee.
- b) Where applicable, the election of office-bearers and Honorary Auditors for the following term.

Any Ordinary member who wishes to place an item on the agenda of a General Meeting may do so provided he/she gives notice to the Secretary two (2) week before the meeting is due to be held.

7.8 At least 25% of the total voting membership or thirty (30) voting members, whichever is the lesser, present at a General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum.

7.9 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 part of the existing Constitution.

MANAGEMENT AND COMMITTEE

8.1 The administration of the Society shall be entrusted to a Committee consisting of the following to be elected at alternate Annual General Meeting:

- a) A President
- b) A Deputy President
- c) Up to three Vice Presidents
- d) A Secretary
- e) One to Three Deputy Secretaries
- f) A Treasurer
- g) An Assistant Treasurer
- h) Ordinary Committee Members

8.2 Unless with the prior approval in writing of the Registrar or an Assistant Registrar of Societies, majority of the Committee Members shall be Singapore Citizens. In addition, the President, Secretary, Treasurer and their deputies shall be Singapore Citizens or Singapore Permanent Residents. Foreign Diplomats shall not serve as Committee Members.

8.3 The candidates for the above offices shall be proposed and seconded by the existing Committee Members. Every nomination must be made on the prescribed form obtainable from the Secretary. Every nomination form duly completed and consented by the candidate must be received by the Secretary not less than 14 days before the Annual General Meeting. The Preparatory Election Committee shall consist of 3 members and be appointed by the Committee. The Preparatory Election Committee will verify the qualifications of the candidates. All office-bearers, except the Secretary and Treasurer, may be re-elected to the same or related post for a consecutive term of office. The term of office of the Committee is two years.

8.4 Voting for the election shall be done personally by the Ordinary members at the Annual General Meeting. Election will be either by show of hands or by a secret ballot. Election will follow on a simple majority vote of the members. In the event of a tie, the Chairman of the meeting shall have a casting vote.

8.5 A Committee Meeting shall meet as often as the business of the Society may require after giving seven (7) days' notice to Committee Members. The President or Deputy President may call a Committee Meeting at any time by giving five (5) days' notice. Majority of the Committee Members must be present for its proceedings to be valid.

8.6 Any member of the Committee absenting him/herself from three (3) meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee and a successor may be co-opted by the Committee to serve until the next Annual General Meeting. Any changes in the Committee shall be notified to the Registrar of Societies within two (2) weeks of the change.

8.7 The duty of the Committee is to organise and supervise the daily activities of the Society. If necessary, the Committee can set up executive subcommittees with the members, duties and responsibilities decided by the Committee. The Committee 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.

DUTIES OF OFFICE-BEARERS

9.1 The President shall

- a) Chair all General and Committee meetings.
- b) Represent the Society in its dealings with outside persons.

9.2 The Deputy-President and Vice-President shall assist the President and the Deputy-President deputises for him/her in his/her absence.

9.3 The Secretary shall

- a) Be responsible for convening all meetings of the Society and of the Committee.
- b) Keep all records, except financial, of the Society.
- c) Keep minutes of all General and Committee meetings.
- d) Carry out the decisions of the Society and of the Committee.
- e) Conduct the correspondence of the Society.
- f) Submit at Committee meetings matters for discussion received from members of the Society.
- g) Prepare the annual report of the Society.
- h) Maintain an up-to-date Register of Members at all times.
- i) Sign all cheques of the Society in conjunction with the Treasurer.

9.4 The Deputy Secretaries shall assist the Secretary and deputise for him/her in his/her absence.

9.5 The Treasurer shall

- a) Keep all funds and collect and disburse all moneys on behalf of the Society.

- b) Keep an account of all monetary transactions and shall be responsible for their correctness.
- c) Have power to retain in his/her hand for petty expenses of the Society up to S\$500 per month and to deposit any excess in the bank(s) to be named by the Committee.
- d) Be responsible for making all payments on behalf of the Society.
- e) Cheques, etc. for withdrawals from the bank will be signed by the Treasurer and the Secretary.
- f) Make financial reports at regular intervals prescribed by the Committee.
- g) Issue receipts for all funds received by the Society.
- h) Present the accounts for annual audit by Auditors elected by the Committee.

9.6 The Assistant Treasurer shall assist the Treasurer and deputise for him/her in his/her absence.

9.7 Ordinary Committee Members shall assist in the general administration of the Society and perform duties assigned by the Committee from time to time.

AUDIT AND FINANCIAL YEAR

10.1 Two (2) voting members, not being members of the Committee, shall be elected as Honorary Auditors at alternate Annual General Meeting and will hold office for a term of two years only and shall not be re-elected for a consecutive term. The accounts of the Society shall be audited by a firm of Public Accountants and Chartered Accountants if the gross income or expenditure of the Society exceeds \$500,000 in that financial year, in accordance with Section 4 of the Societies Regulations.

10.2 They:

- a) Will be required to audit each year's accounts and present a report upon them to the Annual General Meeting.

- b) May be required by the President to audit the Society's accounts for any period within their tenure of office at any date and make a report to the Committee.

10.3 The financial year shall be from *(to be assigned by the Registry of Societies)*.

TRUSTEES

11.1 If the Society at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.

11.2 The trustees of the Society shall:

- a) Not be more than four (4) and not less than two (2) in number.
- b) Be elected by a General Meeting of members.
- c) Not affect any sale or mortgage of property without the prior approval of the General Meeting of members.

11.3 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 a kind as to render it undesirable that he continues as a trustee.
- d) If he submits notice of resignation from his/her trusteeship.

11.4 Notice of any proposal to remove a trustee from his/her trusteeship or to appoint a new trustee to fill a vacancy must be given by posting it on the notice board in the Society's premises at least two (2) weeks before the General Meeting at which the proposal is to be discussed.

VISITORS AND GUESTS

12.1 Visitors and guests may be admitted into the premises of the Society but they shall not be admitted into the privileges of the Society. All visitors and guests shall abide by the Society's rules and regulations.

PROHIBITIONS

13.1 The funds of the Society shall not be used to pay the fines of members who have been convicted in court of law.

13.2 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.

13.3 The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

13.4 The Society 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, where necessary.

AMENDMENTS TO CONSTITUTION

14.1 The Society shall not amend its Constitution without the prior approval in writing of the Registrar of Societies. No alteration or addition/deletion to this/her 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.

INTERPRETATION

15.1 In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this/her 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

16.1 In the event of any dispute arising amongst members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with this/her Constitution. Should the members fail to resolve the matter, they may bring the matter to a court of law for settlement.

DISSOLUTION

17.1 The Society shall not be dissolved, except with the consent of not less than three-fifths ($\frac{3}{5}$) of the total voting membership 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.

17.2 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 disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.

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

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ANNEX

For the categories of societies listed below, the majority of the Committee Members must be Singapore Citizens. In addition, the President, Secretary, Treasurer and their deputies shall be Singapore Citizens or Singapore Permanent Residents. Foreign Diplomats shall not serve as Committee Members.

- a) Societies which identify themselves publicly as or whose membership is confined exclusively to members of a single race.
- b) Any society whose object, purpose or activity, whether primary or otherwise, is to represent; promote any cause or interest of; or discuss any issue relating to a class of persons defined by reference to their gender or sexual orientation.
- c) Any society whose object, purpose or activity, whether primary or otherwise, is to promote or discuss the use or status of any language.
- d) Any arts groups except those promoting classical music/works.

For societies categorized as below, the majority of the Committee Members must be Singapore Citizens. In addition, the President, Secretary, Treasurer and their deputies shall be Singapore Citizens. Foreign Diplomats shall not serve as Committee Members.

- a) Any society whose object, purpose or activity, whether primary or otherwise, is to represent persons who advocate; promote; or discuss any issue relating to any civil or political right (including human rights, environmental rights and animal rights).

Under the Maintenance of Religious Harmony Act (MRHA), religious groups will have to comply with the following leadership requirements:

- a) The President, Secretary and Treasurer (or their equivalent roles) have to be Singapore Citizens or Singapore Permanent Residents; and
- b) The majority of the religious group's governing body have to be Singapore Citizens.