

**CONSTITUTION OF
INTERNATIONAL SOCIETY FOR KNOWLEDGE
ORGANIZATION SINGAPORE**

NAME

1.1 This Society shall be known as the “International Society for Knowledge Organization Singapore”, hereinafter referred to as the “ISKO Singapore”.

PLACE OF BUSINESS

2.1 Its place of business shall be at “12 ALJUNIED ROAD, #06-02H, KH PLAZA @ ALJUNIED, SINGAPORE 389801” or such other address as may subsequently be decided upon by the Executive Committee and approved by the Registrar of Societies. ISKO Singapore 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 ISKO Singapore is a regional not-for-profit scientific/professional association, affiliated as a regional chapter to the International Society for Knowledge Organization (ISKO), and has the following objects:

- a) Promoting research, communication, education and good practices in the domain of knowledge organization across Southeast Asia, within the broad fields of Information Science, Knowledge Management and related disciplines through the following means:
- b) Observing and reporting on international developments in Knowledge Organization;
- c) Development of liaisons, information and experience exchange between communities of practitioners, technology providers and researchers in the domains, sectors and scientific disciplines of the field of Knowledge Organization;

- d) Organising meetings, learning and networking events, study days, workshops, seminars, talks and conferences;
- e) Participating in, and organizing research projects related to the field of Knowledge Organization;
- f) Participating in the international activities of the International Society for Knowledge Organization (ISKO); and
- g) Any other activities that further the objects of ISKO Singapore.

3.2 ISKO Singapore shall not engage in activities outside Singapore which are not in accordance with the laws of the foreign country.

3.3 The principal activity of ISKO Singapore is the organisation of monthly events (approx. 10 per year), which are accessible to both members and the public. The principal expenditure of ISKO Singapore's funds, after its membership obligations to ISKO have been met, will be in the service of this activity.

3.4 The materials from ISKO Singapore events will be made freely available to the public after the events, subject to the agreement of the intellectual property owners, and access shall not be restricted in any way.

MEMBERSHIP QUALIFICATION AND RIGHTS

4.1 Individual membership is open to any persons who are 18 years of age and above and whose work is related to or who have an interest in the field of knowledge organization, upon payment of the individual membership fee. Only Individual Members who are 21 years old and above shall have the right to vote and to hold office in ISKO Singapore. Individual membership also includes membership of the parent organization ISKO. Individual members shall be entitled to any membership discounts at ISKO Singapore's events, and shall be entitled to a personal copy of the ISKO journal (Knowledge Organization).

4.2 Institutional membership is open to persons who are nominated by their parent organization, upon payment of the institutional membership fee. Nominated members must be full-time staff of the organization. Each institutional

member has a single vote in the matters of ISKO Singapore. Institutional members shall have the right to enjoy any membership discounts for any full-time staff sent to ISKO Singapore's events. Institutional members shall be entitled to one copy only of the ISKO Journal (Knowledge Organization). Each institutional member must nominate a representative for the following purposes:

- to conduct correspondence on behalf of their member organization;
- to receive the ISKO journal; and
- to speak or vote on behalf of their member organization or authorise another form the same organization to do so.

4.3 Honorary members shall be individuals who are deemed to have contributed significantly to furthering the objects of ISKO Singapore. They shall be nominated by the ISKO Singapore's Executive Committee and shall be elected at the ISKO Singapore's Annual General Meeting. Honorary membership shall be for life, provided that they do not resign or are expelled from ISKO Singapore. Honorary members shall not have the rights to vote and to hold office in ISKO Singapore but they shall be entitled to any membership discounts at ISKO Singapore's events. The President of ISKO shall be an honorary member of ISKO Singapore.

4.4 Affiliate members shall be individuals who are members of ISKO or of an affiliated ISKO regional chapter. They shall not have the rights to vote and to hold office in ISKO Singapore but they shall be entitled to any membership discounts at ISKO Singapore's events.

4.5 Membership shall be terminated:

- a) by resignation from ISKO Singapore, which must be communicated to the Executive Committee in writing by the member, or by an authorised representative upon the member's death or with the cessation of his legal capacity;
- b) as a result of non-payment of the annual fee for more than one year at the time of ISKO Singapore's Annual General Meeting. Members

failing to pay their subscription by the due date in any year shall be deemed in default and shall not be entitled to the membership benefits described above until their subscription has been reinstated;

- c) as a result of expulsion proposed by the Executive Committee following actions which are judged to be contrary to ISKO Singapore's or ISKO's interests or damaging to the reputation of either; and
- d) Members resigning or expelled shall not be eligible for any refund of the membership fees paid.

APPLICATION FOR MEMBERSHIP

- 5.1 A person wishing to join ISKO Singapore should submit his particulars to the Secretary on a prescribed form.
- 5.2 The Executive Committee will decide on the application for membership.
- 5.3 A copy of the Constitution shall be furnished to every approved member upon payment of the entrance fee.

ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

- 6.1 The entrance fees and subscriptions shall be determined by the General Meeting on recommendation from the Executive Committee from time to time and shall be in Singapore dollars.
- 6.2 For Honorary memberships, the entrance fee and subscription are waived.
- 6.3 Annual subscriptions are payable in advance within the first two weeks of the year. If a member falls into arrears with his subscription or other dues, he shall be informed immediately by the Treasurer. If he fails to settle his arrears within four (4) weeks of their becoming due, the President may order that his name be posted on ISKO Singapore's notice board and that he be denied the privileges of membership until he settles his account. If he fails to settle his

arrears for more than twelve (12) months, he will automatically cease to be a member and the Executive Committee may take legal action against him provided that they are satisfied that he has received due notice of his 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 ISKO Singapore whensoever derived shall be applied towards the promotion of the objects of ISKO Singapore 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 ISKO Singapore 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 ISKO Singapore is vested in a General Meeting of the members.

7.2 An Annual General Meeting shall be held in Singapore 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 Executive 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 request to convene the Extraordinary General Meeting.

7.4 If the Executive 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 ISKO Singapore'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 ISKO Singapore's notice board four (4) days in advance of the meeting.

7.6 Unless otherwise stated in this Constitution, voting by proxy is 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 Executive Committee.
- b) Where applicable, the election of officebearers and Honorary Auditors for the following term.

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.

7.8 At least 25% of the total voting membership or thirty (30) voting members, whichever is the lesser, physically 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 ISKO Singapore shall be entrusted to an Executive Committee consisting of the following to be elected at alternate Annual General Meetings:

A President

A VicePresident

A Secretary

A Treasurer

The General Meeting may also elect up to four (4) Ordinary Committee members.

8.2 Names for the above offices shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. All office-bearers, except the Treasurer may be reelected to the same or related post for a consecutive term of office. The term of office of the Executive Committee is two years.

8.3 The Executive Committee may co-opt members at any time to fill vacancies. Such co-options may last until the next election.

8.4 Election will be either 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.

8.5 An Executive Committee Meeting shall be held at least once every four (4) months after giving seven (7) days' notice to Executive Committee Members. The President may call an Executive Committee Meeting at any time by giving five (5) days' notice. Majority of the Executive Committee Members must be present for its proceedings to be valid.

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

8.7 The duty of the Executive Committee is to organise and supervise the daily activities of ISKO Singapore. The Executive Committee may not act contrary to the expressed wishes of the General Meeting of members without

prior reference to it and shall always remain subordinate to the General Meetings.

8.8 The Executive Committee has power to authorise the expenditure of a sum not exceeding \$20,000 per month from ISKO Singapore's funds for ISKO Singapore's purposes.

DUTIES OF OFFICEBEARERS

9.1 The President shall chair all General and Executive Committee meetings. He shall also represent ISKO Singapore in its dealings with outside persons.

9.2 The VicePresident shall assist the President and deputise for him in his absence.

9.3 The Secretary shall keep all records, except financial, of ISKO Singapore and shall be responsible for their correctness. He will keep minutes of all General and Executive Committee meetings. He shall maintain an up to date Register of Members at all times.

9.4 The Treasurer shall keep all funds and collect and disburse all moneys on behalf of ISKO Singapore and 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 ISKO Singapore. He will not keep more than \$500 in the form of cash and money in excess of this will be deposited in a bank to be named by the Executive Committee. Cheques, etc. for withdrawals from the bank will be signed by the Treasurer and either the President or the VicePresident or the Secretary.

9.5 Ordinary Committee Members shall assist in the general administration of ISKO Singapore and perform duties assigned by the Executive Committee from time to time.

AUDIT AND FINANCIAL YEAR

10.1 In accordance with the Charities (Accounts and Annual Report) Regulations 2011, if the society's income for the financial year is less than or

equal to SGD\$500,000 or such other limit as the Government of Singapore shall set, its accounts will be examined by an independent person who is a member of the Institute of Singapore Chartered Accountants or who possesses the necessary qualifications to be a member of the Institute of Singapore Chartered Accountants.

10.2 If the society's income for the financial year end is more than the limit set by the Charities (Accounts and Annual Report) Regulations a firm of Public Accountants and Chartered Accountants shall be appointed.

10.3 The Independent Examiner or Auditor:

~~S~~hall be appointed at each Annual General Meeting for a term of one year and shall be eligible for reappointment.

~~W~~ill be required to examine/audit each year's accounts and present a report upon them to the Annual General Meeting.

~~M~~ay be required by the President to examine/audit ISKO Singapore's accounts for any period within their tenure to office at any date and make a report to the Executive Committee.

10.4 The financial year shall be from 1 August to 31 July.

TRUSTEES

11.1 If ISKO Singapore 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 ISKO Singapore 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 effect 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 trusteeship.

11.4 Notice of any proposal to remove a trustee from his trusteeship or to appoint a new trustee to fill a vacancy must be given by posting it on the notice board in ISKO Singapore's premises at least two (2) 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.

11.5 The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

VISITORS AND GUESTS

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

PROHIBITIONS

13.1 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 ISKO Singapore's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.

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

13.3 ISKO Singapore 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.

13.4 ISKO Singapore shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

13.5 ISKO Singapore shall not hold any lottery, whether confined to its members or not, in the name of ISKO Singapore or its officebearers, Executive Committee or members unless with the prior approval of the relevant authorities.

13.6 ISKO Singapore 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 ISKO Singapore 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.

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 Constitution, the Executive Committee shall have power to use their own discretion. The decision of the Executive 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 Constitution. Should the members fail to resolve the matter, they may bring the matter to a court of law for settlement.

DISSOLUTION

17.1 ISKO Singapore shall not be dissolved, except with the consent of not less than three-fifths (*1*) of the total voting membership of ISKO Singapore 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 ISKO Singapore being dissolved as provided above, all debts and liabilities legally incurred on behalf of ISKO Singapore 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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