



SPANISH SPEAKING WOMEN'S ASSOCIATION

Statutes

(Registry of Societies: 187-78)

Chapter I: The Association

Article I: Nature of the Association

Non profit making association

Article II: Naming

The Association shall be named "Spanish Speaking Women's Association", referred to in the present Statutes as "**The Association**" or, by use of its acronym **SSWA**.

Article III: registered office

The Association doesn't have its own office. At the beginning of each fiscal year, during the first 15 days of the month January, after taking over officially its role, the new Executive committee shall have to send to the Registry of Companies a document, indicating the change of members in the Executive committee and the data referring to the election of it. After obtaining the agreement of the Registry of Companies, the proposed domicile for the Executive Committee shall be considered the head office of the Association.

Article IV: Goals and objectives

- 1) Promote the friendship and cooperation among the members that shall have to be Spanish speaking women residing in Singapore.
- 2) Promote the cultural and customs integration with other non-Spanish speaking women willing to take part in the activities of the Association as guests (non-members) but having a basic knowledge of our language and willing to practice it during these above mentioned activities.
- 3) Encourage the participation, through voluntary work and altruistic, in social works that bring a human and economic benefit to local entities and minority ethnic groups with needs in Singapore.
- 4) Support economically, through activities created for this purpose, the members in a situation of proved financial necessity and/or emergency.
- 5) Gather the members, involving their families and friend as well as other similar organizations.
- 6) Promote good relationships among the members, avoiding struggles, rivalries, personal antagonisms and all other factors that could menace the union of the membership.



- 7) Establish upgrading, information, training & development programs such as chats, courses and seminars on all subjects of common general interest.

7)

Chapter II: Patrimony – Human and material

Article V: Human: Members, honorary members, Executive committee, auditors and other committees

1) –Composition of the Members

1a) **Members:** The members shall be Spanish speaking women residing in Singapore.

1b) Steps for becoming a Member

1d) -The ladies interested in becoming members of the Association shall have to fill in the application form in which it states that she is aware and agrees to the Statutes in force. Each candidate to membership will have access to said Statutes through the Website of the Association: www.nosotras.org.sg or, if requested in written, the same material could be sent to her by post. She shall then attach documents and her personal data and forward them to the Secretary who, in turn, shall present it to the Executive committee for examination.

1e) –An personal interview shall take place and her admittance shall remain at the Executive Committee discretion.

1f) Once accepted, she shall have to settle her membership fee in the term stipulated by the Committee.

1g) The number of possible members is unlimited.

V2 – Restrictions for Admission

2a) New members who do not master the language shall not be allowed, however the renovation of the membership of the members, who although they do not master the language, have seniority in the Association.

2b) Once accepted in the Association, discriminatory and separatist acts based on race, sexual orientation, religion or nationality shall not be accepted.

2c) The non acceptance criterion, from the Executive Committee, shall have to be reasonable, justifiable and must be related to the objectives of the Association.

V3 - Rights

3a) The members shall enjoy the following rights:



Attend and take an active part in the deliberations, propositions and suggestions to the General Meeting with a right to speak and to vote. Only in the case where the membership fees have been paid.

3b) Be candidate and possibly be elected as a member of the Executive Committee, the Disciplinary Committee, to become an Auditor or to take part in a Committee created for a specific purpose.

3c) Request the gathering of an Extraordinary meeting when needed and in accordance with the proceedings indicated by the present Statutes and with the requirements established by the Law.

3d) Be informed of the financial status and the running of all subjects of the Association.

3e) Request the right of Audience before the Executive Committee and/or the Disciplinary Committee if need be.

3f) Participate in the activities coordinated by the Committees (travels, outings, tours, etc.). In case of limited availability, the members will have priority to the non-members, provided said members pay for this activity in the term stipulated by the organizing Committee. Through lucky draws, the remaining vacant tickets shall be shared among the non-members.

3g) Be listed in the Directory of Members, published yearly, provided always that the membership has been paid in the Executive Committee in the term stipulated by the Executive Committee to this purpose.

3i) The other rights indicated by these Statutes and the Law.

V4 -Obligations

4a) The members shall have the following obligations:

4b) Know and respect the present Statutes

4c) Behave ethically and respectfully towards the other members as well respect the objectives of the Association.

4d) Pay the membership fees in their entirety and in the term specified by the Executive Committee.

4e) Attend to the meetings whenever present in Singapore. Shall be accepted and justified the absences in case of personal illness or that of a close relative as well as the physical absence in the country. In those cases, a letter may be sent in order to grant to another member the power to vote in the name of the absent member.

4f) Take on the duties or commissions for the ones who shall have been elected by the General Meeting and designated by the Executive Committee.



- 4g) Carry out and make sure that the resolutions of the General Meetings and the voted agreements are carried out.
- 4h) Respect the decisions of the Executive Committee legitimately elected, provided that these decisions are compatible with the Statutes in force and are backed by the Disciplinary Committee.
- 4i) Inform the Secretary of any change in her migratory or legal situation, address, e-mail or other contact details.

V5 - Sanctions

Va) Temporary separation by personal and voluntary decision: Any member that so wishes shall have the possibility to separate herself (renounce) from the Association with prior notice and in written to the Executive Committee with the right to reincorporate herself at a later time.

Vb) Temporary separation by a higher determination by the Executive Committee:

The Executive Committee, backed by the Disciplinary Committee shall have the possibility to propose that a member be separated of the Association during the year of its mandate or that she receive a private warning for any of the following causes:

Vb-a) The performance of serious acts which clearly contravene the purposes, collective spirit or prestige of the Association or equally for questions of immoral or illegal acts that prejudice associates and that are directly related to the activities and/or objectives of the Association.

Vb-b) In all cases, the member against whom an agreement of temporary separation or personal reprimand is taken will have to be previously heard by the Executive Committee (or the Disciplinary Committee if need be), giving her the opportunity to render evidences and to defend herself. To this effect, an appointment shall be arranged for her, presenting her the existing charges against with a notice of five days in relation to the date in which she is to be heard.

Vb-c) The superior determination of the temporary separation or personal reprimand will have to be notified, in writing, to the affected member, within the following 24 hours of the meeting of the Executive Committee in which that proposal has agreed.

Vb-d) The member affected by a superior determination of Temporary Separation or a proposal of personal reprimand will have the right, if she herself considers necessary, to expose her defense before all the members of the Executive Committee. For that matter, a meeting of the Executive Committee will be agreed in common agreement with the affected member which, in any case, will have to take place within the five days following the day in which the affected member has received notification about the Temporary resolution of Separation or personal reprimand.

Vb-e) In case the Executive Committee or one or more members of it is involved, the Disciplinary Committee will intervene and will have, solely in this case, superior authority.



If it is not the case, the Disciplinary Committee does its recommendations, the final decision remaining the scope of the Executive Committee.

2.- Composition of the Honorary Members:

The founders of the Association who reside in Singapore shall be considered Honorary Members.

3) Composition of the Executive Committee

The Executive Committee shall be composed by at least four members and at most twelve members, with exception of the Auditors. In the total number of twelve members, the three ex-presidents and/or Members who form the Disciplinary Committee will not be taken into account; they however shall be chosen by the General Meeting.

The new Executive Committee of the Association shall be elected in an Ordinary Annual General Meeting in November, or during another Extraordinary General Meeting (if it is the case) presided over by the President. For the election to be considered valid, a log of presence and signatures of at least a 25% of the total of their members shall be required. The Executive Committee shall consist of the following positions:

3) Procedure of Election

3a) The Members candidates to integrate the Executive Committee will have to apply in the month of October, indicating the position they are interested in:

President, Vice-president, Treasurer or Secretary

3b) The Executive Committee shall be elected by a simple majority of votes among the proposed Committees, at least two candidates being necessary.

3c) All the positions, except for the one of Treasurer, shall be open to reelection. Once the Executive Committee has been chosen, it shall be proceeded to the election of the five additional members that will be elected by the Executive Committee itself.

The functions of the Executive Committee consist of organizing and supervising the activities of the Association and taking decisions outside of the Ordinary Annual General Meeting. The Executive Committee will have to respect the approved statutes and its possible modification will have to be discussed during the Ordinary Annual General Meeting (in November), or during the Extraordinary General Meeting. The decisions will always be subordinated to the approval of at least 25% of the total of the members.

The Committee is responsible for the use of the funds of the Association, respecting the budget that has been established and previously approved by vote of the majority (50% plus one) of the members of the Executive Committee. The Committees of Activities will only be able to use the funds of the Association by means of the request and approval (in writing) from the President of the Executive Committee or her substitute.

3a) President, Vice-president, Secretary, Treasurer, Public Relations, with respective substitutes allowed to be elected for each directive position.



3b) Vacancies

The temporary or definitive vacancies of any member of the Executive Committee shall be covered by a substitute who will be designated by the Executive Committee.

A member of the Executive Committee shall not have the possibility to leave its functions before the expiration of its term, while the person who shall replace her has not been designated. It shall only be possible to resign without substitutes before the expiration of the term in justifiable cases and of absolute necessity

Faculties

The Executive Committee will have the necessary faculties to carry out the acts that correspond to the nature and object of the Association. Their faculties are the following ones:

- 1a) To interpret the present Statutes and in the cases not anticipated by them, to consider the resolutions that it considers advisable, which will have to be voted and approved by a minimum of 50% plus one of their members.
- 1b) To review accounting books.
- 1c) To represent the association before people, institutions or authorities through the civil employees designated to this effect.
- 1d) In case of existence of goods, to administer the business of the Association.
- 1e) To elaborate the budget of the Association, proposing to the Executive Committee the ordinary or extraordinary membership fees that the Members must pay to cover it, which will have to be approved by the latter.
- 1f) To solve the conflicts, essentially related to the Association, that arise between two or more members.
- 1g) To inform publicly on the admission and resignation, and in private of the suspension or exclusion of the members of the Association.
- 1h) To prepare the work or reports of the gatherings and Meetings, to summon them and to fulfill the agreements and decisions taken during these gatherings and Meetings.
- 1i) To individually or collectively represent all or some of the members by agreement among them, before all class of natural person or legal entity, institutions or authorities exclusively in subjects related to the association.

Maintenance and Reelection of the Executive Committee

The term of the Executive Committee will begin when it takes on its duties, which will have to be in the month of January.



The respectively elected and drawn Executive Committee and Disciplinary Committee will remain in duty for a year, its responsibilities extendable tacitly, that is to say, with no need of again voting and drawing. Unless another group of candidates for any of the positions aforementioned should arise from the assembly. However, the positions of Treasurer and Auditors may not be reelected. Only after 2 years may the same people apply for these positions.

Duties of the members of the Executive Committee

1) Duties of the President

1a) The President will have to preside over the ordinary and extraordinary meetings of Directive Committee and Assemblies of the Association that are carried out during her mandate.

1b) She will preside over the Annual General Meetings as well as the monthly meetings of the Executive Committee.

1c) She will represent the Association and the Directive Committee before all class of authorities, corporations and individuals with the faculties grant to her by the present Statutes.

1d) To summon the ordinary and extraordinary meetings of the Executive Committee.

1e) To sign, along with the Secretary, the acts and communications that she considers advisable.

1f) To watch for the interests of the Association and to inform the Executive Committee of the irregularities that she might have observed.

1g) To watch the exact fulfillment of the Law and the present Statutes.

1h) Carry out and make sure that the agreements and dispositions of the Executive Committee and the Meeting are carried out.

1i) In general, to participate to the activities, to make and to order all the acts considered pertinent for the perfect attainment of goals of the Association.

Duties of the Vice-president

- 1) She shall collaborate, help and, in case of necessity, replace the President in her absence. This replacement will be taken in case of a temporary leave inferior to three months. Should this substitution exceed this period, the replacement would become permanent until the end of the term of administration. The Executive Committee shall have the power to name a First, Second and Third Vice-president.

Duties of the Secretary



- 1) The Secretary will have the responsibility to keep all the archives of the Association up-to-date, except for the financial ones.
- 2) During all the gatherings and Meetings, she will prepare the Agenda, she will take the Minutes of the Annual General Meeting and the monthly meetings of the Executive Committee.
- 3) She will maintain an updated list of the members and will publish the Directory of Members that will be handed out to each active member.
- 4) She will be in charge of the correspondence directed to the members and third parties.
- 5) She will authorize the Minutes jointly with the President and will sign the special correspondence and documents of the Association when required by her duties.
- 6) She shall have under her responsibility the archives and documents of the Association, having always to conserve them under her power.
- 7) She shall have the control of the agreements of the Executive Committee and Meetings to promote their due fulfillment.
- 8) She shall keep the Membership Forms in a book destined to this effect.
- 9) She shall have in her possession the Meeting Minutes Book, making sure that each and every Meetings Minutes that have taken place are reproduced faithfully, in their exact form and in chronological order, making sure also that those Meeting Minutes that need be signed are indeed signed in the required way, having to be signed by the President, the Secretary and at least by two members.
- 10) She shall prepare, under the direction of the President, the reports that must be presented to the Meeting.
- 11) She will maintain and update the Internet page and insert information into it.
- 12) She will execute the orders and the necessary formalities in order to obtain possible permissions of events with the MDA, SPF and MITA. She shall also keep the Registry of Societies up-to-date on the changes and the substitutions in the Executive Committee during the term.

In order to share this position, one of the most demanding of the Executive Committee, the Secretary will be allowed to be assisted by a Correspondence Secretary.

Duties of the Treasurer

- 1) The Treasurer will control the funds of the Association, the membership fees that the members pay, the annual budget, the collections of payments as well as the payments, including taxes and other legal duties involved in its name.



- 2) She will be responsible for maintaining the accounting books up to date, the checks, as well as all the financial instruments of the Association that will jointly be signed by the President and the Treasurer.
- 3) She will be the administrator, immediate collector of the goods of the Association and the person maintaining an inventory updated whose description she will have to present at the end of each term.
- 4) She will also have to present to the Executive Committee and later, in each Ordinary Meeting, the Report of Treasury that reflects the financial situation of the Association.
- 5) She shall present the Annual Balance Sheet in the first Meeting of the year. This Balance Sheet can be examined or prepared previously by an Accountant.
- 6) She shall jointly with the Auditors supervise the accounting of the association with the help of an accountant.
- 7) She will be present in all the activities of the Association that require receiving or reimbursing payments.

Duties of the Public Relations Representative

This position may be part of the Directive Committee in accordance with the decision of the current Executive Committee.

- 1) Promote and achieve all the activities whose objective is to create bonds of friendship between the members.
- 2) She will be in charge of issuing subpoenas through a more personal contact, for the meeting and events, when the Executive Committee judges as necessary, as well as to be in contact with potential sponsors, clients and advertisers for the newsletter or for the Magazine. She will be in contact with the media, assuming the position of press representative, in case none has been appointed.

Duties of the Auditors

- 1) Annually, at least one and at most two individuals not members of the Committee shall be appointed, to exercise the function of Auditors for a period of a year, without right to reelection. These individuals will audit the accounts every two months and will prepare a report on them for the Ordinary Annual General Meeting. At any time, the President will also be able to request an audit on the accounts relative to her mandate and the presentation of a report to the Executive Committee.
- 2) The Auditors are not part of the Executive Committee. They can have right to speak, when exceptionally invited to participate in the ordinary meetings, but they nevertheless do not have the right to vote during these Meetings.
- 3) The Auditors, one or two of the Association, shall be elected by the General Meeting and shall have the following faculties and duties.



- 3a) To assume the economic monitoring of the patrimony of the Association, as well as of the dependent resources.
- 3b) To elaborate jointly with the Treasurer, the annual budget of the following year for its presentation and approval in the first meeting of the year.
- 3c) To supervise the task of the Treasurer emitting its opinion to the Executive Committee.
- 3d) To express its opinion with respect to the annual general balance sheet.
- 3e) To make sure that the members who handle funds are people of doubtlessly honorable.
- 3f) She will, along with the Treasurer, supervise that the ledgers are take care of adequately, in which task she may be assisted by an Accountant, whom the Executive Committee and the members may freely be inspected.
- 3g) To decide on important matters with the President.
- 3h) To immediately give an account of its performance to the President and later to the Executive Committee in the next Meeting.
- 3i) Execute all pertinent acts and within its faculties in order to achieve the objective of the Association.

Duties of the Disciplinary Committee

- 1) The Disciplinary Committee, composed by 5 members, will be drawn for (through papers), the members of the Executive Committee or Auditors not being allowed to take part to the drawing. The draw will take place during the General Meeting jointly with the Auditors and with the Executive Committee, who however don't take part in it.

- 2) Its main duties are:

2a) To act as an impartial referee in the procedures of complaints that the members bring before the Association, accordingly to the procedure described in the present Statutes. If no member of the Executive Committee is involved in the complaint procedure, the Executive Committee can deliberate with the Disciplinary Committee and, through majority of votes between both Committees, obtain a deliberation.

If the Executive Committee is involved in the complaint procedure from a member against it, the Disciplinary Committee will have the last word in the final deliberation.

2b) To watch the observance and the fulfillment of the statutes on the part of the Executive Committee and of the members.

2d) To propose the sanction that could be applied to the members of the Executive Committee and to the members who made a mistake.

Duties of the Fund Handling Committee for Charity donations



V 2- V-2 MATERIAL PATRIMONY

The Capital (material patrimony) of the Association is formed by:

1)-d) The goods, furnitures and buildings in case that these exist.

e2) Other values that it acquires or receives on any title.

1)

2a) A Bank Current Account where will be deposited:

the membership fees of the ordinary and extraordinary members approved by the Meeting.

a-b) the special funds coming from events or promotions and from various activities organized by the different Committees

a-c) the donations received.

a-d) the patrimony above mentioned will be invested according to the necessities of the Association and the decision will be confirmed by the majority in the Meeting.

2) V 2 b - The handling of the Funds will be done as follows:

6a) Through previous approval of the Annual Budget for purchases and inventory.

a-a) the purchase of articles and materials will only be made after the approval of a budget for those purpose, through a majority of votes, on the part of the Executive Committee.

b-b) At the end of each term, the Treasurer will present, under the supervision of the Auditor, an Inventory that will have to be maintained and be published in the private section of the Internet page.

b-c) In order to take part to the activities of the Association, all the members, except for the Honorary Members, must pay their annual membership fees that will be defined in the month of January of every year, as well as to pay each and every activity they participate in that have a stipulated cost.

b-d) Some exceptions may arise according to the decision of the Executive Committee and in accordance to the annual Internal policy & procedures that each administration will elaborate and by a simple majority of votes among the active members of the Executive Committee.

These exceptions, that will be justified, include:



bd.a) Volunteers in unfavorable –demonstrated– financial conditions who want to do an altruistic work in benefit of the Association.

bd.b) Guests of Honor or Special Guests.

bd.c) A gesture, as an incentive, for the coordinator of the organizing Committee of some specific activity or event. These exceptions would not be applied only if the event or activity in question can entail financial losses and in that case the organizing committee would pay the fee.

bd.d) Four permanent gestures for the main events of the Association: Mothers' Day, Yearly Gala and Christmas Brunch for the members of the current Executive Committee: President, Vice-President, Secretary, Treasurer as long as these members are actively performing their functions and that this activity does not have projections of financial losses, in that case, they would pay the fee.

bd-e) For the convivial monthly meetings as well as for other small events like tours, outings in couples, cultural events, etc. all the members pay the normal price.

3) V3) Donations to Charities

3.3.a) Fund Handling Committee for Donations

Our organization is currently registered in Registry of Societies as a recreational, not as a charity, and therefore it does not have any legal obligation to donate. Nevertheless, respecting the philanthropic tradition of the Association, a Fund Handling Committee for Charities will be chosen jointly by the Executive Committee, the Disciplinary Committee and the Auditors. In the course of the year, it will enquiry thoroughly to which charities the donations will be destined and will consult the general opinion of the membership through surveys. In the end of the year, it will suggestion to the Executive Committee which organization(s) in need could receive the donations as well as the priority assigned to each one of these will determine their value. The donations may be made to local philanthropic organizations and/or minority ethnic groups (including Latinos and Hispanics) in proven situation of economic need. Such organizations must be registered and offer deductible receipts for taxes.

The final decision of the amount/value and to whom it will be donated will be a exclusive decision of the Executive Committee.

V 4) Fund management for Mass media with the Members or written or electronic Publications

4a) Newsletter/Magazine

A News bulletin may be published or even a Magazine as long as it obtains valid MITA registry and that political or religious subjects are not treated in this publication. The opinion articles will not be able to reflect discriminatory personal opinions from the authors and collaborators as well as critical, demotivating, disrespectful or controversial articles. Although there is a publisher responsible for the content, the final approval, before printing, will have to go through a revision by the Executive Committee.



Financial management of the Newsletter: In case it is decided to publish a simple and low cost Newsletter with the objective of maintaining the internal communication with the membership, the Association will pay u to 100% of the cost of this publication.

Financial management of the Magazine: A Magazine may be edited/published in conformity with the budget approved by the Executive Committee for the year of its term. If its cost is considered high, the Association will pay 20% for the publication of the said and the remaining 80% will be received through payments in advance for advertisings, sponsorships or voluntary donations for the maintenance of its publication.

V 4 b Publication and Maintenance of the Internet page www.nosotras.org.sg

b-a) the Executive Committee will have to decide in its annual budget, at the beginning of every year, the amount necessary to maintain and update the Internet page of the Association.

b-b) The removal of this page can only be decided in a General Assembly with a number of against votes of 25% of the number of active and members residing in Singapore.

b-c) Although a responsible for the edition and content production for the Internet site is named, the content and the expenses of this Internet page remain the responsibility of the Executive Committee.

V 5) Savings accounts for Emergencies cases

A Savings Account to the name of the Spanish Speaking Women's Association will be destined to any situation, considered an emergency, by Executive Committee.

Money can be removed from that Account as long as it is replaced, by organizing money collection activities with that intention, before the end of each term.

6)

Article VII Mass media and the membership:

All the means used to maintain communication channels will have the objective to keep informed the membership by the Executive Committee, and also receive answers, in the form of suggestions and opinions, from the membership.

- 1) **Via electronic mail:** by that means they will be summoned to meetings, assemblies and different activities from the annual calendar. In order to preserve the privacy of the members these messages will be sent through "Blind Copy ". Collective messages that provoke controversies will not be allowed. Neither from the Executive Committee nor from the membership. Subjects of divergences will be handled in private by the Executive Committee with the mediating participation of the Disciplinary Committee.
- 2) **Via postal mail:** all correspondence of greater importance such as: financial reports, convocation of Extraordinary Assemblies and other subjects that require more exclusivity.



- 3) **Newsletter/NOSOTRAS Magazine:** If possible, they will be informed ahead of time of the Tentative Annual Calendar of Activities through that route.
- 4) **Web page:** In order to justify the existence and the economic maintenance of that means, the membership will be encouraged to visit our Internet site regularly. If necessary, trainings and courses will be organized.
- 5) **Simple Surveys:** through papers distributed during the events and various activities of the Association.
- 6) **Telephone and Fax:** those means will rarely be used and only in case the member is not contactable by other means.

Chapter IV: Of the Assemblies

The ultimate decision of the Association lies in the General Meeting(s).

The General Meetings will be Ordinary and Extraordinary.

Ordinary Annual General Meeting

- 1) the Annual General Meeting will take place in November of every year. The President shall have the power to summon other Extraordinary Annual General Meetings whenever requested by ten or more members in writing, or at any moment decided by the Executive Committee.
- 2) The Annual General Meeting, that shall take place in November, as well as the Extraordinary General Meetings, will have to count on a minimum quorum of 25% of the members. In case there is no quorum, the meeting will be carried out on the same day of the following week, at the place and time decided.
- 3) During this second meeting, a minimum quorum will not be required in order to validate the reached deliberations and conclusions, although none of these decisions will have the right to alter or to modify the current Statutes of the Association. In the impossibility to have an Extraordinary Annual General Meeting with the physical presence of its members, the Executive Committee reserves the right to summon votings via Internet in order to get the a quorum, or to collect signatures in a document that expresses the wishes with respect to specific subjects of its members.

Annual Extraordinary General Meeting

- 1) The Extraordinary General Meeting will also be summoned by the President, or her substitute, as well as on a request by more than half (50% plus one) of the members of the Executive Committee.
- 2) These Meetings may be held at any time, day, hour and address as decided by it, presenting to the members the respective convocation. The Meeting will exclusively take care of the study and resolution of the matters included in the agenda, if previously noted in the convocation.



- 3) All the questions that do not fit in the Ordinary Meeting and/or are of urgent character and can not wait for the Ordinary Meeting will be matters for the Extraordinary Meeting.

Operation

The Ordinary or Extraordinary Meetings will work validly as long as there is an attendance of 51% or more. If there is no sufficient quorum, a second calling will be made 30 minutes later, the Meeting beginning then with the present members.

Their decisions will be obtained by majority approval of the present members.

Attendance

Only the properly credited members will be able to take part in the ordinary assemblies.

Tasks

- 1) The Meetings will be presided over by the President of the Executive Committee or for lack by the Vice-president and, if both were to be absent, by the Secretary. She will act as the Secretary and will take the minutes of the session, her substitute in the Executive Committee. The tasks of the Meetings, both ordinary and extraordinary will develop in the following order:
 - 1a) Reading of the list of attendance, declaring the Meeting constitutional in case of elections.
 - 1b) Reading of the Agenda.
 - 1c) Reading of the agreements of the previous Meeting.
 - 1d) Signature of the Minutes on the part of two present associates.
 - 1e) Reading, discussion and resolution of the subjects mentioned in the "Agenda".
 - 1f) Election, if required, of the Executive Committee, the Auditors and the Committee of Honor and Justice.
 - 1g) Closure of the Meeting.

Minutes

- 1) Minutes of any Meeting will be included in the respective book, noting in detail the adopted resolutions. The Minutes will be signed by the President and the Secretary after reading the agreements, and signed by two present members.
- 2) The Minutes that include elections, a change in the Statutes or Extraordinary meeting, will be formalized.



Article XIII Meetings of the Executive Committee, Convivial Monthly Meetings of the Membership (Coffees)

1) Meeting of the Executive Committee:

1a) The Executive Committee will meet in ordinary session at least once a month in the date, place and time decided by it and will take care of the subjects contained in the "Agenda". The report will have to be presented by the Executive Committee by means of the President or Vice-president and in an extraordinary session when so decided by the President or on written request by at least three members of the Executive Committee.

1b) In order for the sessions of the Executive Committee to be valid, the attendance of half plus one of its members is required; the decisions will be taken through majority of votes of the attendees.

The President or her substitute will have a casting vote in case of a tie.

With an anticipation of at least 5 working days the convocation as well as the Agenda for the Session will be sent by electronic mail (email). The following points will mandatorily be included in the Agenda:

1b.a) Reading of the Agenda.

1b.b) Reading of the previous minutes, as well as a mention of all the subjects that are still pending from the previous minutes.

1b.c) The monthly accounts and the respective financial report for the month and a report of the activities developed by the Committee during the month.

1b.d) The monthly treasury report will be presented by the Treasurer, taking the measures she judges appropriate for the economy of the Association.

1b.e) The minutes of the meeting will be sent by electronic mail to all the members of the Executive Committee in a maximum of two days after the meeting, and will be signed by all its participants in the following meeting, or, if possible, that the minutes be taken on a laptop during the meeting and that after printing it at the end of it, they be signed at the moment the session is considered closed.

1c) Any member - even if she is not part of the Executive Committee - may ask to the Secretary, with an advance of at least ten working days, the inclusion of a subject of her interest in the Agenda to then be treated in the Ordinary or Extraordinary Meeting of the Executive Committee.

1d) The President may summon a meeting of the Executive Committee of extraordinary character.

Convivial Monthly Meetings:



Traditionally, each first Friday of the month, a convivial meeting of the members takes place in a private house, a restaurant, a hotel or any other place that so determines the Executive Committee.

Prohibitions

- 1) During the activities and meetings of the Association, all the practices and actions considered illegal by the constitution and current laws of Singapore are prohibited.
- 2) The use of funds of the Association is prohibited to pay or to take on personal expenses of any member of it. Those voluntary donations conducted on behalf of the members and coordinated by the Executive Committee, to collect funds for different internal or external causes from the Association are excepted.
- 3) The Association may not take part in the commerce, nor be committed in any union activity as defined in the current laws in Singapore relative to Unions.
- 4) It is prohibited to the Association, to his Committees, members or employees of the organization to participate, in his name, in any type of lottery.
- 5) The Association will not participate, organize nor collect funds for any political activity. The use of its premises for political meetings is prohibited.
- 6) The use of the Directory of Members as personal form of promotion of services and products is prohibited.

Modification of the Statutes

Only the General Meeting properly constituted will be able to alter, modify or extend the present statutes and they will not take effect until not approved by the Registry of Societies.

Interpretation

The Committee will use its own judgment in order to take decisions on subjects not-specified in these statutes, as long as they are in accordance with the aims and objective of the Association.

Dissolution of the Association

- 1) The Association may only be dissolved during an Annual General Meeting (Ordinary or Extraordinary) summoned for this purpose and will have to count on the minimum consent of 60% of its members. These individuals will have to be resident in Singapore and vote personally, or by means of a power granted to a third with this aim.
- 2) In case of dissolution of the Association, all the existing debts and legal responsibilities will be eliminated. The balance of funds, if there were, will be donated to charity works.



Registered Address: 1 Goldhill Plaza #03-09 Podium Block, Singapore 308899
Correspondence Address: 30 Jalan Daud #12-06 The Heliconia, Singapore, 419572
@: info@polymathe.com - **T:** +65 6747 2163 - **W:** www.polymathe.com
Reg no. 200405864K

All the archives, accounting books, photographic registries, films, DVDs and CDs will have to be given to the founding members residing in Singapore or to the members with greater seniority in the Association.

- 3) The dissolution announcement will be notified to the Registry of Societies in a period of seven days as of the date of dissolution.