

**CONSTITUTION OF
ASSOCIATION OF PROFESSIONAL TRAINERS (SINGAPORE)**

NAME

- 1.1 This Society shall be known as the “Association of Professional Trainers (Singapore)”, hereinafter referred to as the “Society”.

PLACE OF BUSINESS

- 2.1 Its place of business shall be at “7500A Beach Road, #02-301 The Plaza, Singapore 199591” 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 Its object is:

To provide a mutually supportive and positive learning environment in which every member has the opportunity to develop communication, leadership, presentation and training skills that will, in turn, foster professional standards, self-confidence and personal growth.

- 3.2 In furtherance of the above objects, the Society may :

- a. Help its members improve their ability to communicate and carry out professional presentations effectively;
- b. Provide for its members’ instructions, educational materials and opportunities which will give them skills and experience in the preparation and delivery of speeches;
- c. Provide for its members fair and constructive valuation of their efforts towards self-improvement;
- d. Increase its individual members’ knowledge of skills in conducting training;
- e. Provide opportunities and encouragement for its members to carry out professional training activities.

MEMBERSHIP QUALIFICATION AND RIGHTS

- 4.1 Membership is open to :
- a. Ordinary Member who in the view of the Executive Committee has made exemplary contributions to the field or profession of training and APTS and have met the criteria as set out by the Executive Committee. They shall be admitted as Professional Members upon approval of membership;
 - b. Persons who are working as Professional Trainers and those who aspire to be Professional Trainers in their normal course of work and who are so properly qualified. They shall be admitted as Ordinary Members upon approval of membership;
 - c. Corporations/Organizations registered in Singapore whose business nature is related to training. They shall be admitted as Corporate Members upon approval of membership;
 - d. Person who do not possess the requisite qualifications to be an Ordinary Member. They shall be admitted as Associate Members upon approval of membership;

Persons who are below 18 years of age shall not be accepted as members without the written consent of their parent or guardian.

- 4.2 Only members who are above 21 years of age shall have the right to vote and to hold office in the Society.

APPLICATION FOR MEMBERSHIP

- 5.1 A person wishing to join the Society should submit his particulars to the Secretary on a prescribed form.
- 5.2 The 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 An entrance fee is payable within two weeks of election to membership, in default of which membership may be cancelled by order of the Committee. The amount shall be reviewed and adjustments shall be made from time to time to better reflect the changing industry environment. Any adjustment shall be decided and approved by the Committee and be published in the web portal. Honorary Members shall be exempted from payment of all fees.

- 6.2 Annual subscriptions for the various categories of membership shall be reviewed and adjustments shall be made from time to time to better reflect the changing industry environment. Any adjustments shall be decided and approved by the Committee and be published in the web portal.
- 6.3 For retiree memberships, the entrance fee is waived and the monthly subscription is reduced by half.
- 6.4 Annual subscriptions are payable in advance within the first month of the financial 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 the Society's notice board and that he be denied the privileges of membership until he settles his account. If he falls into arrears for more than three (3) months, he will automatically cease to be a member and the Committee may take legal action against him provided that they are satisfied that he has received due notice of his debts.
- 6.5 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

- 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 in June.
- 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 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 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 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, 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:

Past President

President

First Vice-President

Second Vice-President

Secretary

Assistant Secretary

Treasurer

Assistant Treasurer
Head of Members Relations
Head of Employers Relations
Head of Institutions Relations
Head of Government Relations
Up to four (4) Ordinary Committee Members

Apart from the President, Treasurer and Secretary, the rest of the appointments can be decided within the Committee after the elections.

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.

- 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 re-elected to the same or related post for a consecutive term of office. The term of office of the Committee is two years
- 8.3 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, a re-vote shall be taken, and should another tie ensue, a lot shall be drawn to determine the successful candidate, unless the contesting candidate(s) withdrew in favour of one of themselves.
- 8.4 A Committee Meeting shall be held at least once every four (4) months after giving seven (7) days' notice to Committee Members. The President may call a Committee Meeting at any time by giving five (5) days' notice. At least half (1/2) of the Committee Members, excluding the IPP, must be present for its proceedings to be valid. Should less than half be present, the meeting shall proceed but necessary approvals must be sought by way of offline modes such as emails after the meeting.
- 8.5 Any member of the Committee absenting himself 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.

- 8.6 The duty of the Committee is to organise and supervise the daily activities of the Society. 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.
- 8.7 The Committee has power to authorise the expenditure of a sum not exceeding \$5,000/- (Singapore Dollars Five Thousand Only) per month from the Society's funds for the Society's purposes.

DUTIES OF OFFICE-BEARERS

- 9.1 The President, at the end of his term of office, shall be designated as Immediate Past President and be part of the Executive Committee. He shall act as an advisor to the President and his Executive Committee. The Immediate Past President can vote on any matters discussed in the Executive Committee meetings.
- 9.2 The President shall chair all General and Committee meetings. He shall also represent the Society in its dealings with outside persons.
- 9.3 The Vice-President shall assist the President and deputise for him in his absence.
- 9.4 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.
- 9.5 The Assistant Secretary shall assist the Secretary and deputise for him in his absence.
- 9.6 The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Society 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 the Society. 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 Committee. Cheques, etc. for withdrawals from the bank will be signed by the Treasurer and either the President or the Vice-President or the Secretary.
- 9.7 The Assistant Treasurer shall assist the Treasurer and deputise for him in his absence.

- 9.8 The Head of Members Relations shall assist the Secretary and the Assistant Secretary in keeping records of all members and recruit new members into the society.
- 9.9 The Head of Employers Relations shall establish strong relationship with companies and organisations which require staff training and development.
- 9.10 The Head of Institutions Relations shall establish strong relationship with institutions, schools and training organisations which employ and/or engage trainers, educators, lecturers and the like.
- 9.11 The Head of Government Relations shall establish strong relationship with Government entities that have interest in the training and development industry.
- 9.12 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 Meetings 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 Certified Public 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 1st April to 31st March.

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 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 the Society'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 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 Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250, is forbidden on the Society'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 the Society shall not be used to pay the fines of members who have been convicted in court of law.
- 13.3 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.
- 13.4 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 service which adversely affect consumer interests.
- 13.5 The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 13.6 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 approval of the relevant authorities.
- 13.7 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.

AMENDMENTS TO CONSTITUTION

- 14.1 No alteration or addition/deletion to this Constitution shall be made except at a general meeting and with the consent of two-thirds (2/3) of the voting members present at the General Meeting, and they shall not come into force without the prior sanction of the Registrar of Societies.

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 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 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 (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.