



**BY-LAWS**

**Of**

**The Singapore Council  
of  
Women's Organisations**

**Approved at 23<sup>rd</sup> AGM (21<sup>st</sup> June 2003)  
Updated at the 12<sup>th</sup> Board Meeting (14<sup>th</sup> April 2004)**

## **1. Membership**

### **1.1 Membership Committee**

- 1.1.1 The Membership Committee will be chaired by a Vice-President of the Board.
- 1.1.2 The Committee will comprise four members of whom two must be members of the Board.

### **1.2 Membership Application**

- 1.2.1 All Membership applications must be made on prescribed forms.
- 1.2.2 Membership applications will be scrutinized by the Membership Committee and recommended to the Board for approval, if appropriate.
- 1.2.3 For the avoidance of doubt, in the definition of eligibility for membership women's "organisations" may include not-for-profit companies limited by guarantee registered under the Registry of Companies but excludes commercial operations.
- 1.2.4 The Chairperson of the Membership Committee will inform the applicant of the result of her application.

### **1.3 Joining & Subscription Fees**

- 1.3.1 A joining fee of \$50 will be levied upon approval, together with the first annual subscription fee of \$150 for Associate and Junior Members.
- 1.3.2 Annual subscription fees shall thereafter be paid on the anniversary of the date of joining.

### **1.4 Withdrawal / Lapse / Cancellation of Membership**

- 1.4.1 A Member may withdraw from the SCWO by giving written notice to the Honorary Secretary. No refund of any subscription fees will be given.
- 1.4.2 Membership will be considered lapsed for Members who are in more than one year's arrears of fees despite two reminders having been sent.
- 1.4.3 SCWO may cancel the Membership of any Member if, as a result of changes in the nature or constitution of the Member Organisation, it no longer qualifies for membership as prescribed under Section 4 of the Constitution.

## **1.5 Designated Representative**

- 1.5.1 Members must submit to SCWO the names of their two representatives including the Designated Representative who must be a member of the Organisation's Executive Committee.

## **1.6 Submission of Annual Reports and Updates**

- 1.6.1 Members must submit to SCWO an annual report of their activities and updated information on their membership and composition of their Executive Committee.

## **2. Nominations**

- 2.1 In nominating the Nominations Committee, the Board must endeavour to the best of its ability to select only persons who are independent and have no bias or personal interest in the outcome of the elections.
- 2.2 The Nominations Committee must send Nomination Papers in the prescribed forms to Ordinary Members by Registered Mail at least two months before the AGM.
- 2.3 Each Ordinary Member may submit one nomination only. The nomination may be for either the position of President or Board Member. This is to allow for the widest representation of Members on the Board, with a total of 12 members being represented.
- 2.4 Nominations will be closed four weeks before the AGM.
- 2.5 Treatment of Submissions
  - 2.5.1 Date of receipt of submissions will be recorded.
  - 2.5.2 If the Ordinary Member wishes to have acknowledgement of receipt of submission she must send a cover note requesting the acknowledgement together with the Nomination forms which must be sealed in a separate envelope.
  - 2.5.3 The Nomination forms will be placed into a sealed Ballot Box.
  - 2.5.4 The Nomination forms will be opened in the presence of all members of the Nominations Committee.
  - 2.5.5 Ordinary Members will be given one week to rectify incomplete submissions where the information to be completed or clarified are non-material.

- 2.6 Nominees may submit together with their nomination forms a resume of themselves, which will be circulated to all Members eligible to vote together with the Nomination Slate.
- 2.7 The Nomination slate must be circulated to Members at least one week before the AGM.
- 2.8 A Proxy Form will be included for Presidents of Ordinary Members to appoint an alternative representative to vote on her behalf.

### **3. Election Procedures**

- 3.1 Only Ordinary Members whose membership fees for past and current years have been paid up will be eligible to vote. Fees in arrears can be paid at the time of registration at the AGM.
- 3.2 One Ballot sheet will be issued to each eligible voting Member. Ballot Sheets will be numbered to ensure that all valid sheets are returned.
- 3.3 Nominees will be given up to three minutes to introduce themselves at the AGM.
- 3.4 If a Nominee is unable to be present under extenuating circumstances, her Organisation must give the Nominations Committee written notice and may designate a representative to address the AGM on her behalf.
- 3.5 There will be a Roll call for eligible voters to place their completed Ballot Sheets into the Ballot Box.
- 3.6 Two witnesses for the counting of votes by the Nominations Committee will be appointed from among attendees at the AGM who are:
  - 3.6.1 not Nominees
  - 3.6.2 not Representatives of Ordinary Members who have fielded Nominees
- 3.7 The Chairperson of the Nominations Committee will announce the election results in alphabetical sequence before the close of the AGM.
- 3.8 The Counting Sheet and Final Results Form will be surrendered to the Immediate Past President.

#### **4. Notice of Annual General Meetings and Business to be Tabled**

- 4.1 For clarity, the sequence of the notice periods for the calling of an Annual General Meeting, and the inclusion of an item on the agenda under Any Other Business (AOB), will be as follows:
  - 4.1.1 The Hon Secretary will send out the notice of AGM not less than 21 days before the AGM.
  - 4.1.2 Members have at least 11 days to submit any additional items under AOB, i.e. notice to reach Hon Secretary at least 10 days before the AGM.
  - 4.1.3 The Hon Secretary will circulate the additional items under AOB to members.
  - 4.1.4 The Board will have at least 10 days in which to prepare for the discussion of these items.

#### **5. Amendments to the Constitution**

- 5.1 Amendments to the Constitution proposed by the Board must be circulated to Members five weeks before the General Meeting at which they are to be tabled. This is to allow Members a two-week period in which to submit proposed modifications or additional amendments of their own, and meet the three-week notice period required for Constitutional Amendments.

#### **6. Duties of Office Bearers**

- 6.1 The **President** will
  - 6.1.1 preside at all meetings of the Board and SCWO
  - 6.1.2 have in addition to her vote, a casting vote in the event of a tie,
  - 6.1.3 be responsible for the external affairs and expedite the activities of the SCWO, and
  - 6.1.4 secure the observance of the provisions of the Constitution and overall conduct of activities of the SCWO
- 6.2 The **1<sup>st</sup> Vice President** will
  - 6.2.1 assist the President in the performance of her duties, and
  - 6.2.2 act as President of the SCWO in her absence and when she so acts, she will exercise all the power of the President

6.3 The **2<sup>nd</sup> and 3<sup>rd</sup> Vice President** will

- 6.3.1 assist the President by their attendance at the various committees, sub-committees and ad-hoc committees, and
- 6.3.2 act at President of the SCWO in the absence of the President and 1<sup>st</sup> Vice President when they are away.

6.4 The **Honorary General Secretary** will

- 6.4.1 attend to the general correspondence of SCWO
- 6.4.2 record and keep minutes of all meetings
- 6.4.3 send out notices and information of SCWO's activities to Members,
- 6.4.4 prepare and submit the Annual Return and other documents in compliance with the Societies Act, and
- 6.4.5 carry out any other duties as directed by the Board

6.5 The **Honorary Assistant Secretary** will

- 6.5.1 assist the Honorary General Secretary in the performance of her duties, and
- 6.5.2 act as Honorary General Secretary of the SCWO in her absence.

6.6 The **Honorary Treasurer** will

- 6.6.1 keep proper books of accounts of SCWO
- 6.6.2 prepare financial statements for audit and submission to the Registrar of Societies, and
- 6.6.3 deal with other related matters.

6.7 The **Honorary Assistant Treasurer** will

- 6.7.1 assist the Honorary Treasurer in the performance of her duties, and
- 6.7.2 act as Honorary Treasurer of the SCWO in her absence.

6.8 Board Members will

- 6.8.1 assist the Officers of the Board in all matters pertaining to the activities of the SCWO.

## **7. Removal of Board Members**

- 7.1 The Board may, by a majority vote at a Board Meeting, recommend the approval at a General Meeting the removal of a Board Member on grounds that her conduct or activities are detrimental or prejudicial to the SCWO, or will bring the SCWO into disrepute.
- 7.2 The Board Member will be given the opportunity to present her case at the General Meeting.
- 7.3 The decision of the General Meeting will be final.

## **8. Control of Financial Functions**

The control of the financial functions of SCWO are prescribed in the Financial Policies and Procedures approved by the SCWO Board.

## **9. Management of Staff Functions and Terms of Employment**

The management of the human resource functions and terms of employment for SCWO are prescribed in the Human Resource Policies & Procedures approved by the SCWO Board.