Please complete all sections of the form and return to the following addressee upon completion. Thank you.

To: *Singapore Council of Women’s Organisations*

 *96 Waterloo Street S (187967)*

 *Fax No. : 6837 0611*

 *Email Contact :* *scwo@scwo.org.sg*

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| SECTION A: ORGANISATION DETAILS |
| Name of Organisation | :  |
| Registered Address | : |
| Mailing Address | : |
| Contact No | : | Fax No  | : |
| Website | : | Email  | : |
| SECTION B: EXECUTIVE BOARD DETAILS |
| Name of President/Chairperson | : |
| Address | : |
| Contact No | : | Email  | : |
| Term of office of the current Board:*(Please attach a list of current Board members)* |
| SECTION C: REPRESENTATIVE TO SCWO(Representative must not be the President/ Chairperson)  |
| Representative 1 : | Representative 2 :  |
| Position in Organisation | : | Position in Organisation | : |
| Address | : | Address | : |
| Contact No | : | Contact No  | : |
| Email | : | Email | :  |
|  |  |  |  |
| SECTION D: CORRESPONDENCE |
| All correspondence to be addressed to: |
|  President |  SCWO Representatives |  Other:  |
| (Please ensure emails intended for dissemination are sent to your members.)  |
| SECTION E: MEMBERSHIP INFORMATION |
| Total No. of Members | : | No. of Female | : | No. of Male | : |
| (Please attach a membership profile if this is not suitable for the membership structure of your organisation) |

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| SECTION F: OTHER INFORMATION |
| Date of AGM | : | Date Formed | : |
| Category of Organisation : (Please choose one) |
|  Advocacy  Business & Professional  Business & Professional (Industry Specific)  Community Development Eg: Association of Women Doctors  International Women’s Group  Service Clubs  Social Enterprises  Women’s Committees  |

 (Please attach a copy of your latest Annual Report)

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| SECTION G: SUMMARY |
| Briefly describe the projects and services of your organisation and/or the charities you are working with. This is to enable us to have a deeper understanding of your organisation in order to develop better synergy.       |

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| SECTION H: YOUR RESPONSIBILIITES |
| 1. The Annual Subscription Fee is $150 for Ordinary, Associate and Junior Members.
2. Members must submit to SCWO an annual report of their activities and updated information on their membership and Executive Committee.
3. Only Ordinary members whose Membership fees have been paid will be eligible to vote in elections
4. A member may withdraw by giving written notice to the Honorary General Secretary. No refunds will be given
5. Membership will be considered lapsed for members who are in more than one year’s arrears of fees despite two reminders.
6. SCWO may cancel the Membership of any member if changes in the nature or constitution of the member Organisation disqualifies them for Membership.
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This application must be accompanied by:

* A copy of the Constitution & By-Laws of your Association
* Most recent Annual Report

*Signature of President/ Chairperson* Date:

Name:

Organisation’s Stamp:

S$50.00 One-Time Registration Fee for membership

S$150.00 Annual Fee

(Please make cheque payable to “SCWO”)

**For Official Use**

|  |  |
| --- | --- |
| Application Received on | : |
| Approved on | : |
| Approved By | : | First Payment Date | : |
| Receipt | : | Cash/Cheque No | : |

# **MEMBERSHIP**

Membership is open to all women’s organisations, associations and clubs who subscribe to the aims and objectives of the SCWO.

**There are three categories of membership:**

1. **Ordinary Membership:**

Women’s organisations and clubs whose main concern and activities are with and for women.

1. **Associate Membership:**

Mixed organisations and clubs where women make up at least 20% of the total membership, and Women’s Sub-Committees of mixed organisations which have more than 20 women members, and both of which subscribe to the aims and objectives of SCWO.

Associate Members shall be required to sign a Memorandum of Understanding with SCWO in a format to be determined at the discretion of the SCWO. The MOU will set out the role and responsibilities of each Associate Member and stipulate the duration, terms and conditions of their Membership.

1. **Junior Membership:**

Girls’ organisations or clubs, committees or groups where the majority of members are under 18 years old.

## Benefits to members

1. Bring member organisations together to further the advancement of women in Singapore.
2. Provide a platform in which member organisations can share common concerns and work collaborative.
3. Invites members to a range of discussions and events.
4. Share regular updates through bi-monthly e-newsletter and other communication channels.
5. Invites members to promote their news and activities on the SCWO’s website and newsletter.
6. Offer facilities such as meeting rooms, mailboxes, and office space for its members.

### Review and Approval of Membership Application

Your application will be reviewed by the SCWO Board and you will be notified by e-mail of the Board’s decision.