

Constitution of Youth Employment (Singapore)

Name

- 1 The Society shall be known as the “Youth Employment (Singapore)”, hereinafter referred to as the “Society.”

Place of Business

- 2 The registered place of business shall be at “96 Waterloo Street Singapore 187967” or such other address as may subsequently be decided upon by the Executive 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.

General Objectives

- 3 The objectives of the Society are:
 - a) To promote the awareness and increase the level of understanding about youth employment.
 - b) To be a voice for youths on employment.
 - c) To help youths attain work.
 - d) To help youths achieve greater satisfaction in their careers.
 - e) To explore any other pressing issues that would affect youths finding employment.

Functions

- 4.1 In furtherance of the above objects, the Society may do the following:
 - 1) To identify and undertake studies and research into issues relating to youth employment.
 - 2) To collect and disseminate information relevant to youth employment to members, youths and the general public.
 - 3) To develop publications, resources, databases, and initiatives necessary to fulfill the Society’s general objectives.
 - 4) To provide opportunities for youths to increase their employability.
 - 5) To work with diverse stakeholders to implement effective strategies to generate employment for youth.

4.2.1 The Society shall not carry out the above objects and activities without the prior written approval from the relevant authorities, where applicable.

Admission to Membership

- 5
- a) A person or an organization wishing to join the Society shall apply in the Society's prescribed form to the Honorary Secretary.
 - b) Membership shall be open to all Singapore Citizens and Singapore Permanent Residents aged fifteen (15) and above. Those under twenty-one (21) years of age who wish to apply for Membership must obtain parental consent.
 - c) The Executive Committee shall be authorized to recommend such regulations governing admission to all categories of membership as it may consider necessary from time to time, subject to the approval of the General Meeting of members.
 - d) The Executive Committee shall decide upon each application and admit members as provided under Article 6 of the Constitution.
 - e) The Honorary Secretary shall notify all applicants of the Executive Committee's decision. The Executive Committee is not obliged to give any reason whatsoever for rejecting a membership application.
 - f) A copy of the Constitution shall be furnished to every approved member.

Membership

- 6
- Membership to the Society shall consist of the following five classes: Honorary Member, Full Member, Student Member, Overseas Member, and Adult Member.
- a) The Society may from time to time create new classes or categories of membership on such terms and conditions as the General Meeting of members may determine and subject to the approval of the Registrar of Societies.
 - b) The Executive Committee shall be at liberty to recommend such fees and charges, including but not limited to subscription fees, transfer fees, administrative charges, and penalties as may be determined by the General Meeting of members from time to time as deemed fit, to be paid by members.

c) Honorary Member

- i) The Executive Committee may confer Honorary Membership upon any individual who has contributed or rendered exceptional service to further the objectives of the Society. Nominations for Honorary Membership shall be made by at least two (2) members, one (1) of whom must be an Executive Committee member. Such nominations shall require the unanimous approval of the Executive Committee.
- ii) An Honorary Member shall be entitled to all the rights and privileges as members, except the right to vote in any proceedings of the Society and the right to hold office in the Executive Committee.

d) Full Member

- i) This category of membership shall be conferred upon individuals aged between fifteen (15) and thirty-five (35).
- ii) Only a Full Member who is twenty-one (21) years of age and above shall have the right to vote in the affairs of the Society and to hold office in the Executive Committee.

e) Student Member

- i) Individuals pursuing full time **secondary or** tertiary education/training recognized by the Society may apply to be a Student Member for the duration of their studies.
- ii) A Student Member is entitled to participate at any of the Society's General Meetings but he or she shall not have any voting rights in the affairs of the Society or to hold office in the Executive Committee.

f) Overseas Member

- i) Any member who subsequently lives and works abroad may apply for transfer to be an Overseas Member.
- ii) An Overseas Member will continue to be entitled to all privileges as accorded to him or her when previously residing in Singapore except for the right to vote in the affairs of the Society or to hold office in the Executive Committee.

g) Adult Member

- i) This category of membership shall be conferred upon individuals aged thirty-six (36) years and above.
- ii) An Adult Member shall be entitled to all membership rights and privileges, except for the right to vote in any proceedings of the Society and to hold office in the Executive Committee.

Friends of YES

- 7
- a) Any corporation, partnership, association, society or other entity (whether legal or otherwise) that supports the objectives of the Society may apply to become an affiliate of the Society. Such affiliates shall be known as Friend of YES which is short for “Friend of Youth Employment (Singapore)”. The Executive Committee shall have absolute discretion to admit any such entity as a “Friend of YES”.
 - b) The Executive Committee with the approval of the General Meeting of members shall from time to time determine:
 - i) the amount any such entity has to pay to become a Friend of YES; and
 - ii) any other terms and conditions applicable to a Friend of YES. Such Friends of YES shall not be entitled to attend the Society’s General Meetings, vote or stand for office.

Cessation of Membership

- 8
- a) Resignation

Any Member who resigns from the Society must do so in writing, addressed to the Honorary Secretary. The resignee must pay all dues and return any property belonging to the Society.

- b) Termination

- i) Any member wishing to resign from the Society shall, upon writing to the Honorary Secretary, and upon payment of all outstanding dues (including the subscription fees due for the month in which such notice is given), cease to be a member.
- ii) The Honorary Treasurer shall inform a member if he/ she falls into arrears with subscription or other dues. If he or she fails to settle his or her arrears within three (3) months from the due date, he or she shall cease to be a member.

- iii) A member whose membership has been terminated in accordance with Clause 8(b)(i), and who wishes to re-join the Society shall settle all outstanding arrears due to the Society before submitting a fresh application for Membership.

c) Suspension

The Executive Committee is empowered to:

- i) Caution or reprimand a member for misconduct, violation of the Society's Constitution or has been charged in a Criminal Court of Law.
- ii) Suspend such a member from the privileges of membership for any period not exceeding six (6) months.

d) Expulsion

- i) The Executive Committee is empowered to expel any member who violates the Society's Constitution or who has been charged in a Criminal Court of Law and found guilty. Before such a member is expelled, the Honorary Secretary shall inform him or her of the violations and give the member a minimum of seven (7) days' written notice to attend a meeting of the Executive Committee and give an explanation. If after the hearing, two-thirds (2/3) of the members of the Executive Committee present vote for the expulsion, he or she will thereupon cease to be a Society member. If such a member refuses to attend the meeting in answer to the notice calling him or her to do so, the Executive Committee may nevertheless proceed in the member's absence to discuss and decide on the expulsion matter.
- ii) Any person who has been expelled from the Society shall not be eligible for re-admission for a period of two (2) years from the date of expulsion.

e) Appeal

- i) The member being expelled shall be entitled to appeal to a General Meeting of members against the decision of the Executive Committee made pursuant to Article 8(d)(i). A General Meeting shall be convened by the Executive Committee as soon as practicable for that purpose on request by such member, provided that such request shall be made within two (2) weeks of receipt of the decision of the Executive Committee.

The decision of the General meeting shall be by way of a simple majority and shall be final and binding on such member. If no such request is made or such request is not made within the prescribed time period, the decision of the Executive Committee shall be final and binding on such member.

Annual Subscription

9 a) The annual subscription shall be as follows:

Full Member	-	S\$20
Student Member	-	S\$10
Overseas Member	-	S\$20
Adult Member	-	S\$30
Friend of YES	-	S\$100

- b) Each member shall be required to pay subscription fees, and such other fees as the General Meeting of members may from time to time prescribe and all taxes and charges imposed by any statutory or other law or regulation including the Goods and Service Tax (GST) on such amounts.
- c) The rates and amounts of subscription fees and other fees payable by members shall be as the General Meeting of members may in its absolute discretion determine on the recommendation from the Executive Committee from time to time.
- d) If a member falls into arrears for more than three (3) months, he or she will cease to be a member, per 8(b)(ii).
- e) The subscription fee of the unemployed may be waived or reduced upon request.
- f) Subscriptions shall be due on 1 April. A member joining between 1 November and 20 March shall pay half a year's (1/2) subscription in respect of the period ending 31 March.
- g) Any additional fund required for special purposes may only be raised from members with the consent of the General Meeting of members.

General Meeting

- 10 a) The supreme authority of the Society is vested in a General Meeting of the members presided over by the President.
- b) The Society shall hold an Annual General Meeting by March of each calendar year at such time and place as may be determined by the Executive Committee.

- c) Notice of every Annual General Meeting and the agenda may be delivered either personally or by post to each member at least fourteen (14) days before the date of the meeting. The Annual Report and audited Statement of Accounts may be sent to all members together with the notice of the Annual General Meeting or in any event, not less than seven (7) days before the Annual General Meeting. The inadvertent omission to give any such notice, report, and/ or statement of accounts to any member shall not invalidate any resolution passed at the meeting.
- d) Any member who wishes to query reports or accounts at the Annual General Meeting is required to give written notice of his or her intentions to the Honorary Secretary not less than four (4) clear days (excluding Sundays and public holidays) before the date of such meeting.
- e) All General Meetings, other than Annual General Meetings, shall be called Extraordinary General Meetings.
- f) An Extraordinary General Meeting may be called at anytime by the Executive Committee or on request in writing by one-fifth (1/5) of the total voting membership or thirty (30) voting members, whichever is the lesser. The Extraordinary General Meeting shall be convened within two (2) months from receiving this request to convene the Extraordinary General Meeting. Members shall be given at least three (3) weeks' notice and the agenda for such a General Meeting.
- g) The quorum of Annual General Meeting and Extraordinary General Meeting shall be one-quarter (1/4) of the total voting Membership or thirty (30) voting members, whichever is the lesser. Proxies shall not be constituted as part of the quorum.
- h) The agenda of an Annual General Meeting shall include: Minutes of proceedings of the previous General Meetings, the President's Address; Election of Executive Committee and Honorary Officers; Honorary Treasurer's Financial Statement; Annual Report of Executive Committee by the Honorary Secretary; Notice of motions and amendments; any other business.
- i) If at a time appointed for the meeting a quorum is not present, the meeting shall be adjourned to be reconvened half an hour (1/2) later. If there is still no quorum at the end of the adjourned half hour, those present shall be considered the quorum and shall have authority to decide upon all matters which would otherwise have been transacted, but they shall not have the power to alter, amend or make additions to the Constitution.

- j) No other matters other than those stated in the agenda for the Extraordinary General Meeting shall be considered during such General Meeting.
- k) Unless otherwise stated in this Constitution, voting by proxy is allowed at all General Meetings.

Election of the Executive Committee

- 11 a) The management of the Society is vested in a duly elected Executive Committee presided over by the President. The Executive Committee shall comprise not more than ten (10) elected Members. At least one-half (1/2) of the Executive Committee must be present for its proceedings to be valid.
- b) The Executive Committee consisting of the following shall be elected at each alternate Annual General Meeting from Full Members:
- A President
 - A Vice President
 - An Honorary Secretary
 - An Honorary Treasurer
 - An Assistant Honorary Treasurer
 - Four (4) Executive Committee Members
- The immediate Past President shall automatically become a member of the incoming Executive Committee.
- c) The term of office for the Executive Committee is two (2) years.
- d) The election will follow a simple majority vote by secret ballot during the Annual General Meeting. Nomination duly signed by the candidate, his or her proposer and seconder must be made on a prescribed form to reach the returning officer fourteen (14) days before the Annual General Meeting.
- e) All officers may be re-elected year after year except the Honorary Treasurer and Assistant Honorary Treasurer who shall not be re-elected to the same post for a consecutive term of office.
- f) In order to qualify to vote, nominate candidates or stand for election, a member shall have paid up all his or her dues by the end of the calendar year preceding the elections.
- g) Voting procedures shall be laid down by the Executive Committee and announced at the start of the Annual General Meeting. The Executive Committee shall appoint a Returning Officer from among voting

members to manage the elections. The decision of the Returning Officer shall be final.

- h) The election of the new Executive Committee shall be completed one (1) month before the existing Executive Committee is due to retire.
- i) The existing Executive Committee shall retire and the new Executive Committee shall take office on any day in the month of April.

Office-Bearers

12 a) The President shall:

- i) Preside at all meetings of the Executive Committee and the Society.
- ii) Have in addition to his or her vote, a casting vote in the event of a tie.
- iii) Be responsible for the external affairs and expedite the activities of the Society.
- iv) Secure the observance of the provisions of the Constitution and overall conduct of activities of the Society.

b) The Vice President shall:

- i) Assist the President in the performance of his or her duties.
- ii) Act as President of the Society in his or her absence and in such instances he or she shall have the powers of the President and perform his or her duties.

c) The Honorary Secretary shall

- i) Attend to the general correspondence of the Society.
- ii) Record and keep minutes of all meetings.
- iii) Maintain an up-to-date Register of Members at all times.
- iv) Prepare and submit the Annual Return and other documents in compliance with the Societies Act.
- v) Carry out any other duties as directed by the Executive Committee.

- d) The Honorary Treasurer shall
 - i) Keep proper books of accounts of the Society.
 - ii) Prepare financial statements of audit and submissions to the Registrar of Societies.
 - iii) Deal with other related matters.
 - iv) Be authorized to expend up to a budget as determined by the General Meeting of members.

- f) The Assistant Honorary Treasurer shall
 - i) Assist the Honorary Treasurer in the performance of his or her duties.
 - ii) Act as Honorary Treasurer in his or her absence and in such instances he or she shall have the powers of the Honorary Treasurer and perform his or her duties.

- f) Committee Members shall
 - i) Assist the Officers of the Executive Committee in all matters pertaining to the activities of the Society.
 - ii) Be responsible for the relevant Sub-Committees of the Society.

- h) Any member of the Executive Committee absenting himself or herself from three (3) meetings consecutively without a satisfactory explanation or who dies or becomes of unsound mind shall be deemed to have resigned from the Executive Committee.

- i) In the event of a vacancy on the Executive Committee during its term, the Executive Committee shall co-opt a non-Executive Committee member to fill the vacancy until the end of the term. The Registrar of Societies and/ or the Commissioner of Charities shall be notified of all changes in the Executive Committee composition within two (2) weeks of the change.

Executive Committee Meetings

- 13 a) There should be at least six (6) monthly Executive Committee Meetings during its term of office at intervals of two (2) months. The notice for an Executive Committee Meeting shall not be less than

seven (7) days. The President may call for an emergency Executive Committee Meeting at any time by giving two (2) days' notice.

- b) In Executive Committee Meetings, the President shall have the casting vote in case of a tie.

Rights of the Executive Committee

14 The Executive Committee shall have the following rights:

- a) To decide on all matters concerning the management and workings of the Society.
- b) To use their own discretion to interpret the Constitution in the event of any question on matter arising out of any point which is not expressly provided for in the rules. The decision of the Executive Committee shall be final unless it is reversed at a General Meeting of members.
- c) To, at its sole discretion, co-opt up to two (2) Full Members into the Executive Committee. The co-opted Members shall not have any voting rights in the Executive Committee.
- d) To purchase, hire, make or provide and maintain all kinds of furniture, tools, books, paper, periodicals, stationery, cards, games and other things required, or which may be conveniently use in connection with the Society subject to the prior written approval from the relevant authorities, where applicable.
- e) To recommend as the Executive Committee in its sole discretion thinks expedient, the rates of membership subscription and/ or such other fees from time to time according to prevailing conditions or circumstances as determined by the General Meeting of members.
- f) Other than recurring expenditure, the Executive Committee shall have the authority to incur a total non-recurring expenditure of not more than S\$15,000 per month from the Society accounts. An additional non-recurring expense of S\$18,000 shall require the unanimous agreement of the Executive Committee members.
- g) The Executive Committee shall be vested with, and shall exercise, full executive authority in accordance with the rules or the general policy of the Society as laid down from time to time by Annual or other General Meetings, provided that the Executive Committee shall not act contrary to the expressed wishes of the General Meeting without prior reference to it and shall always remain subordinate to the General Meeting of members.

- h) The Executive Committee shall be authorized to set up Sub-Committees where necessary, to assist in the administration of the Society.

Accounts and Audit

- 15 a) The subscription fees and other fees to be paid by Members shall be payable to the Society's office, and all such monies, together with such other monies as may be collected or received by the Society shall be the sole property of the Society, and shall be administered in such manner as the Executive Committee shall deem proper.
- b) All monies of the Society shall be deposited in an account or accounts in the name of the Society in a bank or banks as the Executive Committee shall determine.
- c) All cheques drawn upon the Bank(s) account of the Society shall be signed by the Honorary Treasurer and any one of the following:
 - i) President
 - ii) Vice-President
 - iii) Such other member as the Executive Committee may nominate for the purpose.
- d) Two (2) members, not being members of the Executive Committee shall be elected as Honorary Auditors at the Annual General Meeting. They shall not be eligible for re-election for a consecutive term. Alternatively, a firm of accountants or auditors may be appointed by the Annual General Meeting. They shall audit the Society's accounts yearly and present a report on them during the Annual General Meeting. The President shall be at liberty to call upon the auditors to audit the Society's account for any period within their tenure of office at any date and make a report to the Executive Committee.
- e) Proper books of account shall be kept showing the financial position of the Society and the Executive Committee shall cause to be prepared a Statement of Accounts of the Society's funds, income and expenditure, such Statements to be prepared once in every year, made up as at 31st December, and audited by the auditors elected at the last Annual General Meeting.
- f) The Statement of Accounts shall be embodied in the Report of the Executive Committee sent to every member, together with the notice of the Annual General Meeting.
- g) A monthly Statement of Accounts shall be produced by the Honorary Treasurer to the Executive Committee for discussion at its meetings.

Patrons and Trustees

- 16 a) Patron in Chief, Patrons and Trustees may be appointed by the Society through the recommendation of the Executive Committee. They may at any time resign. If any were to die, become a lunatic of unsound mind, move permanently or be absent from Singapore for a period for one (1) year, he or she shall be deemed to have resigned.
- b) If a trustee is guilty of misconduct of such a kind as to render it undesirable that he or she continues as a trustee, a General Meeting of members may remove him or her from his or her trusteeship. Vacancies may be filled at a General Meeting, but the number shall not be greater than four (4) or less than two (2). The result of such meeting shall then be notified to the Registrar of Societies.
- c) If the Society at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.
- d) The Society may appoint trustees in the event of the establishment of a Foundation. Three (3) trustees shall be appointed at an Annual General Meeting.
- e) The appointed trustees shall have power to administer such monies pursuant to the objectives as decided at the General Meeting.

Prohibitions

- 17 a) Gambling of any kind, whether for stakes or not, 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.
- b) The fund of the Society shall not be used to pay the fines of members who have been convicted in Court.
- c) 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.
- d) The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its office-bearers, Executive Committee or members unless with the priori approval of the relevant authorities.
- e) The Society shall not indulge in any political activity or allow its funds and/ or premises to be used for political purposes.

- f) The Society shall not raise funds from the public for whatever purpose without the prior approval in writing of the Head, Licensing Division, Singapore Police Force and/or other relevant authorities.
- g) 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.

Amendment to Constitution

- 18
- a) The Constitution shall not be amended except at the Annual General Meeting or an Extraordinary General Meeting convened for that purpose.
 - b) Any proposed amendment to the Constitution shall be submitted, duly proposed and seconded in writing, to the Executive Committee at least twenty-one (21) days prior to the date of the Annual General Meeting or the Extraordinary General Meeting as the case may be.
 - c) The Honorary Secretary shall thereupon circulate the same to members at least fourteen (14) days before the Annual General Meeting or Extraordinary General Meeting as the case may be.
 - d) The notice convening any such meeting shall set forth the mover's proposal and the reasons therefore which he or she may have given.
 - e) Any proposal which is adopted by a resolution of sixty-six (66) percent of the members present and voting at the meeting and which has been approved by the Registrar of Societies, shall be valid and binding upon all members.

Miscellaneous

- 19
- a) Any notice or communication may be sent by post or by hand to any member at the last known address as appearing in the register of members.
 - b) Where any notice is sent by post, service of such notice shall be deemed to have been received by such member the day following that on which the same was posted.
 - c) Each member shall be solely responsible to keep the Honorary Secretary informed of his or her current postal addresses and of all changes thereof.
 - d) Disclosure of interest: If any member of the Executive Committee is directly or indirectly interested in any contract, proposed contract, or

any other matters to be pursued by the Society and is present at a meeting of the Society or of the Executive Committee of any committee thereof, at which the contract or other matter is the subject of consideration, such member shall at the meeting or as soon as practicable after commencement thereof, disclose the fact and shall not thereafter be present during the consideration or discussion of and shall not vote on any question with respect to that contract or any other matter.

Dissolution

- 20
- a) The Society shall not be dissolved except with the consent of not less than three-quarters (3/4) of the Full Members of the Society expressed in person at the Annual General Meeting or an Extraordinary General Meeting convened for that purpose.
 - b) 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, if any, shall be donated to an organization whose aims and objects are similar to those of the Society as approved of at a General Meeting convened for the dissolution of the Society. If no decision is reached, then this organisation will be nominated by the outgoing Executive Committee.
 - c) A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.