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RULES OF THE SINGAPORE MOTOR WORKSHOP ASSOCIATION

CHAPTER 1 – NAME, ETC.

1. **Name:**
The Name of the Association shall be “The Singapore Motor Workshop Association”.
2. **Address:**
The place of business of the Association shall be BLK 10 Ang Mo Kio Industrial Park 2A, #01-22, AMK AutoPoint, Singapore 568047.
3. **Purpose:**
To promote camaraderie among Members, to participate in the progress of the Association, to study the problems affecting the trade, and to support charities and welfare when the need arises.

CHAPTER 2 – PRINCIPAL OBJECTIVES

4. **The Principal Objectives of the Association shall be: -**
 - (i) To promote camaraderie among Members.
 - (ii) To make an in-depth study of the trade with a view to promotion of the business to a higher and professional level.
 - (iii) To participate in Charities and other forms of welfarism when invited by the relevant bonafide Authority.
 - (iv) To attend to Members business problems to the extent of mediating and finding amicable solutions.
 - (v) Make representations to the Authority on behalf of the Association should the situation arise.

CHAPTER 3 – MEMBERSHIP

5. Membership of the Association shall be divided into 3 classes, namely: Ordinary Members, Associate Members and Affiliate Members.
6. Any applicant wishing to join the Association may apply to the Committee by completing the requisite application form and submitting it to the Association Secretariat together with a cheque of respective amount **as stated in the Bye Law.**

Ordinary Members

7. (i) Any holder of a valid Certificate of Registration as Motor and / or allied workshop under Business Registration Act 1973 Section 9 (2) and of good character residing in the Republic of Singapore willing to obey the Rules and Regulations of the Association may become a Member upon the recommendation of an Ordinary Member and the approval by the Committee.
- (ii) Upon receiving an application for Ordinary Membership, the Committee shall cause the applicant's name to be posted on the Association Notice Board for a period of not less than 14 days. Any Ordinary Member may communicate in writing to the Committee if he has any valid and verifiable information to the effect that the applicant is not of a suitable character and the application should be rejected. If there are no objections to the application, the application will be accordingly approved.
- (iii) Membership shall be disallowed or ceased forthwith by reason of any of the following conditions: -
- (a) If the Certificate of Registration under Business Registration Act 1973 section 9(2) has been revoked or considered invalid or the Member has ceased to carry on as a Motor and/or allied workshop.
 - (b) If the Member is certified insane.
 - (c) If the Member is adjudicated a bankrupt.
 - (d) If the Member is convicted of any offence involving fraud or dishonesty punishable with at least 3 months' imprisonment.
- *This also applies to fresh application for the membership.
8. After an application for membership has been decided by the Committee irrespective of whether it has been approved or rejected, the Association shall within one week inform the applicant or his proposer of the result in writing. In case an applicant has been accepted as a member, the Association shall send him a copy of the Constitution. In case an applicant has been rejected, the Association shall refund him **an amount as stated in the Bye Law.**
9. In case of an organization or business company other than a sole-proprietorship or partnership company that has enrolled as a member, the Association shall recognize only one person nominated by such organization or business company as its nominated representative. If the organization or business company wishes to change its nominated representative, it may do so

by informing the Association in writing and such change shall take effect only after the receipt of such notification by the Association.

10. Any Ordinary Member who wishes to resign from membership shall do so by informing the Association in writing and the resignation shall take effect 7 days after the Committee's acceptance.
11. Should an Ordinary Member involve himself in activities prejudicial to the interests of the Association and his conduct likely to bring disrepute to the organization, the Association may after due enquiry call upon the Member so involved to tender his resignation from the Association or alternatively be expelled. The Member will be afforded every opportunity to be heard before any decision is taken by the committee to expel him. A resolution to this effect will be placed on the Association's official records.
12. No refund shall be claimed by any resigning or expelled member in respect of any entrance fee and subscription fee previously paid.

Associate Members

13. Any person who's profession is related to the Motor Repair Industry or any company with business activities that is related to the Motor Repair Industry may become an Associate Member upon the recommendation of an Ordinary Member and with the approval of the Committee.
15. After an application for the Associate Membership has been decided upon by the Committee irrespective of whether it has been approved or rejected, the Association shall within one week inform the applicant or his proposer of the result in writing. In case an applicant has been accepted as an Associate Member, the Association shall send him an Associate Membership acknowledgement. In case an applicant has been rejected, the Association shall refund him **an amount as stated in the Bye Law.**
16. Associate Members may participate in the Association Social and Business Activities for the purpose of business networking and interaction.
17. Associate Members do not have any voting rights.
18. Associate Members cannot sponsor or propose any new Membership.

19. In case of a Firm or Company that has enrolled as an Associate Member, the Association shall recognize only one person nominated by such Firm or Company as its representative and be the person of contact for any administrative purpose. If the Firm or Company wishes to change its representative, it may do so by informing the Association in writing and such change shall take effect only after the receipt of such notification by the Association.

Affiliate Members

20. Affiliate Member is opened to any person, organization, institution or such who has the interest of associating with this Association for social, economical or business network purpose.

After an application for the Affiliate Membership has been decided upon by the Committee irrespective of whether it has been approved or rejected, the Association shall within one week inform the applicant of the result in writing. In case an applicant has been accepted as an Affiliate Member, the Association shall send him an Affiliate Membership acknowledgement. In case an applicant has been rejected, the Association shall refund him **an amount as stated in the Bye Law.**

21. Affiliate Members may participate in the Association Social and Business Activities for the purpose of business networking and interaction.
22. Affiliate Members do not have any voting rights.
23. Affiliate Membership need not be sponsored or proposed and Affiliate Members cannot sponsor or propose any new Membership.

CHAPTER 4 – PRIVILEGES OF ORDINARY MEMBERS

24. Ordinary Members shall enjoy the following privileges: -
- (i) To attend general meetings, speak and vote thereat.
 - (ii) To take part in elections and be elected.
 - (iii) To request the Association to negotiate on his behalf in any commercial matter connecting with the trade.

CHAPTER 5 – MEMBERS OBLIGATIONS

25. Members shall: -
- (i) Abide by the rules and resolutions of the Association.
 - (ii) Assist the Association in all its lawful activities.
 - (iii) Contribute towards the Association's fund.

- (iv) Contribute to the building fund of the Association or any other special fund in aid of education and other public charities.

CHAPTER 6 – ENTRANCE AND SUBSCRIPTION FEE

- 26. **The AGM may authorize the Committee to formulate Bye Laws concerning the Entrance, Subscription and Administrative Fee.**

CHAPTER 7 – ORGANIZATION

COMMITTEE

- 27. A General Meeting of member shall constitute the highest authority of the Association. 15 Members shall be elected by the members to form the Committee during a general meeting, to carry out the work of the Association. 4 Trustees shall be appointed to take care of any immovable property, which the Association possesses or may acquire. After the termination of a general meeting, the Committee shall become the executive body of the Association.
- 28. **The AGM may authorize the Committee to formulate Bye Law concerning the composition and structure of the Committee and its roles and duties of the office bearers.**

AUTHORITY TO CO-OPT COMMITTEE MEMBERS

- 29. The Committee has the authority to co-opt Ordinary Members in substitution for any Member of the Committee who has resigned and any others who for an array of reasons are unable to continue to serve the Association or to serve on any sub-committee.

ADVISORS

- 30. The Committee shall from time to time invite professionals to be Advisors to the Association for the purpose of contributing their professional knowledge in terms of sound and proper advises to the Committee. Advisors shall receive no remuneration of any kind from the Association.

CHAPTER 8 – POWER AND DUTIES

- 31. The general meeting of Ordinary Members shall have the following powers: -
 - (i) To elect the Members of Committee and the Trustees.
 - (ii) To formulate and decide on the principal programme for the year's work to be undertaken.

- (iii) To revise or amend the rules of the Association.
- (iv) To elect two Hon. Auditors
- (v) To decide on the needs to purchase, take on lease or rent immovable property of any kind and to sell or mortgage or otherwise dispose of any immovable property on such terms as may be considered expedient. The Committee will administrate all such decisions.
- (vi) **To approve on the amendments of the Bye Law and Standing Orders as present by the Committee.**

32. The Committee shall have the following powers: -

- (i) The Committee shall be the second highest authority of the Association next to the General Meeting of the Members. It shall carry out the resolution of the General Meeting.
- (ii) To prepare the Annual reports and the yearly accounts of the Association.
- (iii) To determine the needs for addition or reduction of paid staff and the decision is to be administrated by the President.
- (iv) To authorize expenditure not exceeding \$5000.00 per month.
- (v) To frame all the bye laws of the Association.
- (vi) To arrange for Annual General Meeting of Ordinary Members.
- (vii) To purchase, take on lease or rent movable property of any kind and to sell or mortgage or otherwise of any movable property on such terms as may be considered expedient.

CHAPTER 9 – MEETINGS

33. The meeting of the Association are of five kinds as follows:-

- (i) Annual General Meeting (AGM)
- (ii) Extraordinary General Meeting (EOGM)
- (iii) Monthly Committee Meeting
- (iv) Extra-Committee Meeting
- (v) Sub-Committee Meeting

34. The AGM shall be held once a year in January or February convened by the President.

- 35. (i) The President may convene an EOGM any time he deems necessary.
- (ii) Eight Ordinary Members may jointly requisite the Association to call an EOGM, but they must state in their requisition the reasons for calling the meeting and the matters to be discussed thereat. Upon receipt of the requisition, the President, shall within 2 weeks issue a notice calling for the meeting. If the President fails to do so then the Ordinary Members

may issue a notice in their joint names convening the meeting. But such meeting must be held in the premises of the Association. All requisitioning Members must attend the meeting. If they fail to appear in full force, within 15 minutes of the time fixed for meeting, then the meeting shall be cancelled and no EOGM shall be requisitioned for the same purpose until after the lapse of at least three months from the date thereof.

36. At least two weeks notice to be given for the AGM and at least 10 days notice for any other general meetings and particulars of its agenda will be posted on the Association notice board 4 days in advance of the meeting. The following points will be considered at the annual general meeting: -
- (i) The previous year's account and report of the Committee
 - (ii) The election of office bearers for the following year.

Any Ordinary Member who wishes to place an item on the agenda of the general meeting may do so provided he gives notice to the Hon. Secretary one week before the meeting is due to be held.

37. (i) The quorum for an AGM or an EOGM shall be at least 10% of the total membership or a minimum of 30 members, whichever is higher.
- (ii) In event of there being no quorum present at an AGM or EOGM convened by the Committee, the Meeting shall be adjourned for an hour and should the number then present is still insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to alter, amend or make additions to any of the existing rules.
38. At any General Meeting of members of the Association such Ordinary Member present shall have one vote, and in the event of a tie of votes, President, in addition to his own vote, shall have a casting vote, all questions shall be decided upon a majority vote, either by a show of hand or by casting ballots. If an Ordinary Member other than a Firm or Company member sent a representative to the meeting, such representatives shall have no right to vote and shall be regarded as an observer.
39. Committee Meeting shall be convene by the President. At least one Committee meeting shall be held in every one month, and one week's notice shall be given for a Committee meeting. The notice calling the meeting shall state the matters to be discussed thereat. In the event of any urgent business, the President may call an emergency Committee Meeting at any time. The President, upon the joint requisition of 5 Committee members to call a Committee Meeting stating the reasons for the meeting and the matters to be discussed thereat, shall

convene such meeting within 2 weeks from the date of the receipt of the requisition. If the President fails to do so then the 5 Committee Members may issue a notice in their joint names calling the meeting, which shall be held in the premises of the Association. If any one of the 5 Committee Members absents himself from the meeting or fails to turn up within 15 minutes after the time fixed for the meeting, the meeting shall be cancelled.

40. At the Committee Meeting, the Committee Members present shall have one vote, and in the event of a tie of votes, President, in addition to his own vote, shall have a casting vote.
41. The quorum for a Committee meeting shall be at least one half of the members of the Committee. In the absence of the President and the Vice-President, the Committee members present shall elect a provisional Chairman from amongst themselves. If a Committee member sends a representative, shall have no right to vote and shall only be regarded as an observer.
42. Sub-committee meeting shall be convened by their respective Chairman and their resolutions shall be submitted to the Committee of the Association for its decision, if such resolution govern the policies of the association or involve sums of money which make approval necessary.
43. If a Committee member absents himself from 3 consecutive Committee meeting without asking for leave he shall be deemed to have resigned from the Committee. The President will have to write to this Committee Member and inform him of such decision. The Committee Member can appeal to the Committee within 14 days after receiving the letter and final decision on the appeal will be that of the Committee made through a compulsory vote.

CHAPTER 10 – ELECTION

44. Committee Members shall be elected by the Ordinary Members, either in person or by proxy, at the AGM of members by majority votes with voting form duly filled with names of voters. The elected Committee Members shall elect from amongst themselves various office-bearers by vote without names of voters. Lots will be drawn in the event of a tie (In an event of a tie, there will be another round of votes.....)
45. As in Article 33, the AGM shall be held in January or February. In an election year, the election shall be held as part of the AGM. The President shall dissolve the Committee and announce the date of election for the new Committee, which will give provision for nomination and verification of candidates and campaigning by nominated candidates.

46. Together with the announcement of the election date, the Committee must published in the Association Notice Board and send to all members who is entitled (qualified) to vote, a list of members that is qualified and eligible to stand for election. Members who have fully paid up their subscription and have been full ordinary members for a period of not less than 6 months, before the announcement date, can stand for election.
47. There shall be not less than 14 days and not more than 21 days for nomination of candidates. The Committee shall verify the eligibility of the nominated candidates and confirmed with the nominated candidate his acceptance of the nomination, in writing, within 10 days after the closing of nomination.
48. The Committee must publish the finalised list of nominated candidates on the Association Notice Board and send the same list, together with the voting slip, to all members who are entitled to vote. There shall be not less than 14 days and not more that 28 days, after the finalisation and announcement of the nominated candidates, for campaigning purpose before the run up to the election.
49. The Committee shall become the Election Committee after its dissolution and it will have no executive power of any kind other than that of organizing and executing the election. The Election Committee shall be given the authority to spend a maximum of \$5,000.00 for the whole election, not including expenditure of the AGM and the limit of \$500.00 for each expending bill.
50. The Committee shall resume its original role in the AGM for the purpose of convening the event and the election. Thereafter, it shall assume the role of caretaker committee until the new Committee takes office. The caretaker committee shall have no executive power of any kind except for the purpose of daily operation deemed necessary.
51. The elected Committee must elect the office bearers amongst themselves within 14 days and must take office within 28 days after the election.
52. All documents, forms and such used for the election process must comply to the rules as stated in the Bye Law and strictly follows the format as provided in the Bye Law.
53. The retiring Committee shall deliver all documents, book and others matter of the Association to the in-coming Committee at the inauguration and in case of any omissions or errors found therein within four months of such delivery, the Committee shall still be held responsible.

CHAPTER 11 – FINANCIAL

54. (i) The date of the commencement of the financial year shall be 1st day of January each year, and the last date 31st day of December.
- (ii) Expenditure: In case the Association is short of funds, special subscriptions may be raised from members with the consent of a general meeting of the members.
55. Cash: Any amount of cash in excess of \$100.00 shall be paid into the bank account of the Association to be chosen by the Execution committee. On drawing cheque, it shall be signed by the Hon. Treasurer and any one of the following: - President or Hon. Secretary.
56. **Expenditure**

The AGM may authorize the Committee to formulate Bye Law concerning the limit of authority for expenditure by the various office bearers.

CHAPTER 12 – PROHIBITIONS

57. (i) Gambling of any kind such as the playing “paikow” or mahjong whether for stakes or not are forbidden on the Association’s premises, The introduction of materials for gambling or opium smoking and of bad characters into the premises is prohibited.
- (ii) The funds of the Association shall not be used to pay the fines of members who have been convicted in court.
- (iii) The Association will not involve itself in any Trade Union activity.
- (iv) The Association shall not hold any lottery, whether confined to its members or not, in the name of Association or its office-bearers, Committee or members.
- (v) The Association shall not indulge in any political activity or allow its funds and or premises to be used for political purposes.

CHAPTER 13 – DISSOLUTION

58. (i) The Association shall not be dissolved, except with the consent of not less than 3/5 of members of the Association for the time being resident in Singapore expressed, either in person or by proxy at a general meeting convened for the purpose, or by postal vote.

- (ii) In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged, and the remainder fund will be donated to a designate charity as decide by the Committee.
- (iii) Notice of dissolution shall be given within 7 days of the dissolution to the Registrar of Societies.

CHAPTER 14 – SUPPLEMENTARY RULES

- 59.
- (i) If it is necessary to amend these Rules, such amendments shall be put up by a Committee Meeting, but must be discussed and adopted by a general meeting of members and they must have the approval of the Registrar of Societies before they can be enforced.
 - (ii) These rules are printed in Chinese and English, and if there is any discrepancy between the Chinese version and the English version, the English versions shall be taken as the correct version.
 - (iii) The Committee shall have power to deal with any matter affecting the association which is not specifically expressed in these Rules.