

**CONSTITUTION OF
FINNISH ASSOCIATION (SINGAPORE)**

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1.1 The Society shall be known as the “Finnish Association (Singapore)” and is hereinafter referred to as the “Society”.

PLACE OF BUSINESS

2.1 Its place of business shall be at “ [193 Meyer Road, #24-07, Singapore 437981](#)” 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 The object of the Society is to arrange get-together gatherings, parties and activities for everyone who is interested in the Finnish culture and [lifestyle](#) and to [help its Members to adjust and enjoy Singapore and find social contacts](#).

MEMBERSHIP QUALIFICATION AND RIGHTS

4.1 Membership shall be open to any persons, resident in Singapore, who are 21 years of age and above.

4.2 There shall be the following categories of members: Members, Registered Family Members and Honorary Members.

4.2.1 Members

The term "Member" refers to an applicant who has applied for membership and has been elected as a Member in accordance with the section "Application for Membership".

4.2.2 Registered Family Members

A member of the Society may request his family members living in the same household, to be listed in the Member list of the Society as "Registered Family Members". The listing of family members shall be limited to a Member's spouse and children. There is no age limit for Registered Family Members.

The Registered Family Members shall enjoy all rights and privileges of Members, except that only Registered Family Members, who are above 21 years of age shall have the right to vote and hold office in the Society.

4.2.3 Honorary Members

The General Meeting may, on the recommendation of the Committee, elect as Honorary Members, persons who have made significant contributions to promote the objectives of the Society. An Honorary Member shall enjoy all rights and privileges of Membership, except the right to vote and to hold office.

4.3 Admission of Membership, whether Member, Registered Family Member, or Honorary Member, shall be at the absolute discretion of the Committee and the Committee's decision on an applicant's qualification for Membership shall be final and conclusive.

APPLICATION FOR MEMBERSHIP

5.1 Application for election as a Member shall be made in such form as may be determined by the Committee.

5.2 After the applicant has submitted the application and paid his first subscription fee, his application shall be brought to the Committee for election.

5.3 All applications for Membership shall be scrutinized by the Committee and all applications shall be elected by the Committee by a majority vote.

5.4 Upon election, the name and address of a Member and names of Registered Family Members shall be entered in the Register of Members and the fact of his election shall be communicated to him by the Secretary or Society.

5.5 Upon election, the applicant shall become a member of the Society and be entitled to all the benefits and privileges of Membership and be bound by this Constitution.

5.6 If the Committee declines the election of an applicant, the applicant shall be informed accordingly and the first subscription fee shall be returned to the applicant within one (1) month of the Committee's decision.

SUBSCRIPTIONS AND OTHER DUES

6.1 A Member shall pay the Society's subscription fee annually, or 6th-monthly. The annual and semi-annual subscription fees payable by Members, and the due dates for these fees, shall be determined by the Annual General Meeting. The annual fee covers period from January 1st until December 31st. The 6th-monthly subscription fee covers, either the period from 1st January until 30th June, or from 1st July until 31st December. The coverage period depends on the date of application.

6.2 All subscriptions shall be paid to the Society.

6.3 If any Member shall fail to pay his subscription in due time, he shall be notified within one (1) month of the due date by the Treasurer. If he fails to pay the amount within two (2) weeks from the posting of such notice, the Committee may deny the Member all the benefits and privileges of membership, and if the default is not rectified within four (4) weeks, the Committee may cease the membership until the default is rectified.

6.4 The income and property of the Society whensoever derived shall be applied towards the promotion of the objects of the Society as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Society or to any person claiming through any of them.

6.5 A Member may resign his membership at any time by providing the Secretary of the Society a written notice, but shall continue to be liable for any subscription or other amounts due and unpaid at the date of his resignation.

6.6 If any Member were to persistently violate this Constitution or if his/her conduct in or out of the Society shall, in the opinion of the Committee, be injurious to the character or interest of the Society or be derogatory to such Member's position in the Society, the Committee shall, after enquiry and notice given, suspend a Member whose conduct is in question from all his privileges for a period not exceeding six (6) months or expel such Members. Where the Committee intends to exercise its powers of suspension or expulsion, the Member in question shall be given notice of the nature of complaints against him and such a Member shall also be given reasonable opportunity to explain his conduct verbally or in writing. An aggrieved member may appeal within a month from the date of his expulsion, to the General Meeting of members, whose decision shall be final.

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 the month of March each year upon a date and at a time to be fixed by the Committee.

7.3 The Committee may, at any time, for any special purpose call an Extraordinary General Meeting and shall do so forthwith upon the requisition in writing of **fifteen (15)** voting members, or **20%** of the total voting membership, whichever is lesser, stating the purpose for which the meeting is required.

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.

At least fourteen (14) days before the Annual General Meeting or Extraordinary General Meeting, a written notice of such meeting and of the business to be transacted shall be sent to every Member. The report, balance sheet, statement of accounts shall be placed at the registered place of business of the Society at least fourteen (14) days before such a meeting.

7.5 Voting proxy shall be allowed in General Meetings. However, number of proxies shall not exceed the number of persons physically present at the General Meeting.

7.6 The Annual General Meeting shall be held;

- to decide the Chairman of the General Meeting
- to decide the annual and 6thmonthly subscriptions payable by the Members and due dates for such fees
- to receive from the Committee a Report of Activities, a Balance Sheet and Statement of Accounts for the preceding financial year and a Budget for the current financial year
- to decide the number and elect members of the Committee
- to appoint auditors for the ensuing year
- to decide on any resolution which may be duly submitted to the meeting as hereinafter provided
- to decide whether to release the Committee from any potential liabilities incurred in the previous year
- to transact any other business

7.7 At General Meetings, the Chairman and in his absence, the Deputy Chairman, and in the absence of the Chairman and Deputy Chairman any Member present and elected by the Members present at the General Meeting, shall take the chair.

However, if they are the subject of a vote during a General Meeting, they shall not be eligible for the chair. This might be the case when they are applying for office. In this occasion, a Chairman for the General Meeting shall be selected amongst the Members present at the General meeting. The Chairman for the General Meeting shall be proposed and seconded. If more than one member is seconded to act as the Chairman for the General Meeting, a majority vote of the Members will follow.

7.8 Every Member present shall be entitled to one vote upon every motion, and in case of an equality of votes, the Chairman of the General Meeting shall have a second or casting vote. 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.

7.9 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.

7.10 At least **fifteen (15) voting members, or 20%** of the total voting membership, whichever is the lesser, present at a General Meeting shall form a quorum. Proxies shall be constituted as part of the quorum.”

7.11 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. The Committee of at least four (4) Committee Members comprising the Chairman, Deputy Chairman, Secretary and a Treasurer shall be elected at the Annual General Meeting. The Annual General Meeting may also appoint up to ten (10) Ordinary Committee members. The term of office of the Committee is one year.

8.2 The four Committee Members shall be chosen one at a time, at Annual General Meeting, in the following order: Chairman, Deputy Chairman, Secretary and Treasurer. Name for a Committee Member shall be proposed and seconded at the Annual General Meeting, and if more than one candidate is seconded, an election will follow on a simple majority vote of the Members. 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 case of two or more candidates receiving an equal number of votes, the Chairman of the Annual Meeting shall have a casting vote.

8.3 After the four abovementioned Committee Members are elected, the number of Ordinary Committee Members shall be decided. The number of Ordinary Members shall be proposed and seconded, but shall not exceed ten (10). Election shall follow a simple majority vote of the Members. 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 case of two or more numbers of ordinary Committee Members receiving

an equal number of votes, the Chairman of the Annual Meeting shall have a casting vote.

8.4 The names of the Ordinary Committee Members shall be proposed and seconded at the Annual General Meeting. If the number of seconded candidates exceeds the decided number of Ordinary Committee Members, a simple majority vote of the Members will follow. Election will be by a secret ballot.

8.5 On the election of ordinary Committee Members, the candidate receiving the highest number of votes shall be placed first, and the other candidates shall be placed in descending order in accordance with the number of votes they received.

8.6 The Committee shall meet at least six times every year and four (4) elected Members of the Committee shall form a quorum. The Committee shall decide all questions by a simple majority. In the event of equality of votes, the Chairman, if present, or in his absence, the Deputy Chairman shall have a casting vote. The committee meetings are called by the Chairman, and in his absence, by the Deputy Chairman. Four (4) elected members of the Committee can call a Committee Meeting. Seven (7) days' notice is required before the holding of any Committee Meetings.

8.7 The Committee shall have power to dismiss such officers as it may deem necessary. In the event of a vacancy on the Committee, the Committee has the power to name a successor, until the next Annual General Meeting. Any changes in to [the Chairman, Deputy Chairman, Secretary or Treasurer](#) shall be notified to the Registrar of Societies within two (2) weeks of the change.

8.8 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.

8.9 The Committee shall have power to authorize the expenditure of such sums as it may deem fit from the Society's fund for the purposes of promoting and furthering the objects of the Society.

SUB-COMMITTEES

9.1 [Subject to 9.4](#), The Committee may also appoint from amongst Members such other Sub- Committees they may deem necessary and may delegate to them such powers and duties of the Committee as the Committee may determine. All Sub-Committees shall report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.

9.2 In the event of any Member ceasing to be a Member of the Committee, he shall automatically cease to be a Member of the Sub-Committee ([excluding the FSS Committee](#)) and another Member of the Committee shall be appointed in his place.

9.3 The Finnish Supplementary School “FSS” is administratively a part of the Society and is responsible for its own operations, including financing and regulatory reporting.

9.4 The Committee shall establish an independent Sub-Committee to operate FSS, the “FSS Committee”. Members of the FSS Committee may be Members or non-Members.

9.5

9.6 The FSS Committee shall:

- have responsibility for all aspects of the operations of FSS
- have responsibility for all matters relating to funding, all regulatory reporting and auditing of FSS
- prepare separate financial statements for FSS
- provide a report regarding the proceedings and financials of FSS to the Annual General Meeting of the Society
- have the right to appoint additional and alternate members to the FSS Committee and to remove and accept resignations of members of the FSS Committee
- have the right to create such further sub-committees, consisting of Members and/ or non-Members, as it deems appropriate to manage the operations and financial affairs of FSS
- be authorised to perform banking transactions (including via internet banking and chequing accounts) with respect to FSS' own funds and accounts

DUTIES OF OFFICE-BEARERS

10.1 The Chairman or in his absence, the Deputy Chairman shall:

- chair all General Meetings of the Society, unless not eligible to do so
- have a second or casting vote at Committee Meetings
- represent Society in its dealings with the public

10.2 The Secretary shall:

- keep and maintain all records, except financial records of the Society
- keep and maintain the Register of Members
- inform new members of their acceptance to the Society
- keep minutes of all General and Committee meetings
- notify the Registrar of Societies within the prescribed time of any changes in the office-bearers and in the Constitution of the Society

10.3 The Treasurer shall:

- receive all subscription fees and all other monies coming to Society and shall keep the necessary books of all financial transactions
- issue and sign receipts, vouchers and other related documents for monies received on behalf of Society
- prepare and submit an Annual Statement of Income and Expenditure and Balance Sheet as at 31 December each year for submission to the Annual General Meeting, by 31 January each year
- [be authorized to perform bank transactions via internet banking together with the Chairman or Deputy Chairman](#) deposit into a bank to be named by the Committee all monies received on behalf of the Society except such sum which in the opinion of the Committee should be retained to meet petty cash expenses of the Society
- sign all cheques issued by the Society together with the Chairman or Deputy Chairman

10.4 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

11.1 At every Annual General Meeting, two members of Society not being members of the Committee, shall be elected to serve as auditors and another two such members shall be elected alternate auditors for the ensuing year. The auditors shall audit the accounts of the Society not less than fourteen (14) days before the Annual General Meeting. 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.

11.2 The auditors shall be entitled to attend any general meeting and to receive all notices of and other communications relating to any general meeting to which any Member is entitled and to be heard at any general meeting on any part of the business of the meeting which concerns them as auditors.

11.3 The financial year of the Society shall be from 1st January to 31st December.

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. The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

13.4 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.

13.5 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 The Society shall not amend its Constitution without the prior approval in writing of the Registrar of Societies. No alternations or addition/deletion to this Constitution shall be passed except at a general meeting and with the consent of two-thirds (2/3) of the voting members present at the General Meeting.

INTERPRETATION

15.1 The Committee shall be the sole authority for the interpretation of these Constitution and the decision of the Committee upon any question of interpretation or upon any matter affecting the Society and not provided for by these Constitution shall be final and binding on the Members unless altered or reversed by resolution of the Members of the Society at an Annual General Meeting or at an Extraordinary General Meeting.

DISSOLUTION

16.1 The Society shall be dissolved with the consent of three quarters (3/4) of the Members participating at a General Meeting convened for the said purpose.

16.2 In the event of the Society being dissolved, all debts and liabilities shall be fully discharged and the disposal of the remaining funds shall either be decided by the General Meeting or donated to charitable institutions.

16.3 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.