

## **CONSTITUTION OF MUSCULAR DYSTROPHY ASSOCIATION (SINGAPORE)**

### **1. NAME**

- 1.1 This Society shall be known as the “Muscular Dystrophy Association (Singapore)” or “MDAS”, hereinafter referred to as the “Association”.

### **2. PLACE OF BUSINESS**

- 2.1 The place of business of the Association shall be at 9 Bishan Place, #06-04 Junction 8 Shopping Centre Singapore 579837 or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies. The Association shall carry out its activities only in places and premises with prior written approval from the relevant authorities, where necessary.

### **3. OBJECTS**

- 3.1 The objects of the Association are:
- a) To provide support and care to persons with muscular dystrophy and specific neuromuscular conditions and their families.
  - b) To provide health education on muscular dystrophy and specific neuromuscular conditions.
  - c) To support medical research on muscular dystrophy and specific neuromuscular conditions.
- 3.2 In furtherance of the objects, the Association shall, with the approval of the relevant authorities where necessary, establish, organise and/or provide services, programmes, enterprises or activities which are in accordance with the mission of the Association, benefit the members of the Association or help support the Association in its execution of its mission.

### **4. MEMBERSHIP QUALIFICATION AND RIGHTS**

#### **4.1 Ordinary Membership**

Ordinary Memberships shall be opened to Singapore citizens or Singapore Permanent Residents who qualify under one of the following criteria:

- a) Individuals with muscular dystrophy or specific neuromuscular conditions who are aged 16 and above.
- b) Individuals aged 21 and above, having a family member with muscular dystrophy or specific neuromuscular conditions.
- c) Individuals aged 21 and above, and who are invited by the Committee to contribute to the mission and vision of the association.

All Ordinary Members aged 21 and above shall have the rights to vote and be eligible hold office in the Association.

#### 4.2 Associate Membership

Associate Memberships shall be opened to all persons who do not possess a Singapore citizenship or Singapore Permanent Resident status; regardless of whether the persons are residing in Singapore or not. All Associate Members shall have no voting rights or hold office in the Association. Associate Members shall be:

- a) Individuals with muscular dystrophy or specific neuromuscular conditions who are aged 16 and above.
- b) Individuals aged 21 and above and have a family member with muscular dystrophy or specific neuromuscular conditions.
- c) Individuals aged 21 and above, and who are invited by the Committee to contribute to the mission and vision of the association.

For the avoidance of doubt, Associate Members shall not be eligible for any financial subsidies.

#### Family Beneficiaries

Immediate family members of Ordinary and Associate Members qualify as beneficiaries if they have at least one immediate family member with muscular dystrophy or specific neuromuscular conditions, provided always that only Singapore citizens and Singapore Permanent Residents are entitled to financial subsidies.

Immediate family members of Ordinary and Associate Members will have no voting rights.

### 5. **APPLICATION FOR MEMBERSHIP**

- 5.1 A person who wants to join the Association shall submit his/her particulars to the Secretary on a prescribed form.
- 5.2 Upon receipt of an application for membership, the Committee shall, at its full discretion, determine the outcome of each membership application.
- 5.3 A copy of this Constitution shall be furnished to every member who has been granted admission to the Association.

### 6. **ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES**

- 6.1 The entrance fees and subscriptions shall be determined by the General Meeting on recommendation from the Committee from time to time.
- 6.2 All annual subscriptions (except the first subscription) shall be due on the first day of January of each year. A member falls into arrears when such member's subscription lapses after twelve months of becoming due.
- 6.3 When a member falls into arrears of subscriptions or other dues, the Secretary shall notify the member of the arrears. The Committee may, at its discretion, suspend certain rights and privileges of such member in arrears until such arrears are paid in full.
- 6.4 If a member continues to default on payments for more than twelve months after notification of arrears, the Committee may, at its full discretion and if it deem fit in such circumstances:
  - a) waive such subscription amounts on compassionate grounds for a period no longer than twelve months, provided always that the grounds for such waiver shall be determined on the

recommendation from the Committee from time to time, and such members with waived subscriptions shall have no rights to vote or hold office in the Association.

- b) provide such member with alternative payment arrangements which may be accompanied with the fulfilment of certain conditions as may be determined by the Committee.
- c) terminate the membership of such member.

6.5 Any additional fund required for special purposes may only be raised from its members with the consent of the general meeting of the members.

## **7. SUPREME AUTHORITY AND GENERAL MEETINGS**

7.1 The supreme authority of the Association is vested in a General Meeting of the members presided over by the President.

7.2 An Annual General Meeting shall be held within 5.5 months following the closing of Financial Year.

7.3 At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than 25% of the total voting membership or 30 voting members, whichever is the lesser, and may be called at anytime by order of the Committee. The notice in writing shall be given to the Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within two months from receiving this request to convene the Extraordinary General Meeting.

7.4 If the Committee does not within two 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 days' notice to voting members setting forth the business to be transacted and simultaneously by posting the agenda on the Association's notice board.

7.5 Annual General Meetings, Extraordinary General Meetings, Committee Meetings may be conducted by virtual and/or physical means and electronic voting at such meetings. Virtual meetings and voting shall be governed by the same rules as set forth in this Constitution and carry the same effect as those carried out physically.

7.6 At least two weeks' notice shall be given of an Annual General Meeting and at least ten days' notice of an Extraordinary General Meeting. Notice of meeting stating the date, time, mode of meeting and place of physical meetings and/or details of virtual meetings shall be sent by the Secretary to all voting members. The particulars of the agenda shall be posted on the Association's notice board four days in advance of the meeting

7.7 Unless otherwise stated in this Constitution, voting by proxy is allowed at all General Meetings.

7.8 The following points will be considered at the Annual General Meeting:

- a) The previous financial year's accounts and annual report of the Committee.
- b) Where applicable, the election of office-bearers and Honorary Auditors for the following term.

7.9 Any member who wishes to place an additional item on the agenda of a General Meeting may do so provided always that prior notice of such additional agenda item(s) is/(are) given to the Secretary at least one week before the meeting is due to be held.

7.10 At least 25% of the total voting membership or 30 voting members, whichever is the lesser, present at a General Meeting shall form a quorum. Proxies shall not 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 of the existing Rules.

## **8. MANAGEMENT AND COMMITTEE**

8.1 The administration of the Association shall be entrusted to a Committee consisting of the following to be elected at each alternate Annual General Meeting:

- A President
- A Vice-President
- A Secretary
- An Assistant Secretary
- A Treasurer
- An Assistant Treasurer
- Three (3) to Six (6) Ordinary Committee Members

8.2 If two or more Ordinary Members belong to the same family, not more than one of these Ordinary Members can be nominated to stand for election to hold office. The following relationships, Parent/Child; Siblings; and Spousal relationship will apply in the definition of "family".

8.3 Names for the above officers shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. All office bearers other than the Treasurer and the Assistant Treasurer (or such equivalent positions) may be re-elected to the same or related post for consecutive terms of office. Each term of office of the Committee is two years.

8.4 The positions of Treasurer and the Assistant Treasurer (or such equivalent positions) cannot be held by any one person for more than two consecutive terms. The Treasurer and the Assistant Treasurer must relinquish his/her position and such associated responsibilities at the end of the two consecutive terms. For the avoidance of doubt, such Treasurer or Assistant Treasurers who have relinquished their position under this rule 8.4 may continue to stand to be elected in other positions.

8.5 Election will be either by a show of hands or, subject to the agreement of the majority of the voting members present, by a secret ballot. In the event of a tie, a re-vote shall be taken and if it still results in a tie, a lot shall be drawn to determine who shall be the successful candidate unless the contesting candidate(s) withdraws in favour of another candidate.

8.6 A Committee Meeting shall be held at least once every three months after giving seven days' notice to Committee Members. The President may call a Committee Meeting at any time by giving five days' notice. At least half of the Committee Members must be present for its proceedings to be valid.

8.7 Any member of the Committee absenting himself from three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee.

8.8 Should there be a vacant position in the office bearers, the Committee has the power to appoint another member into the Committee to serve until the next Annual General Meeting from time to time, notwithstanding that the individual shall not have voting rights at Committee Meetings. Any changes in the Committee shall be notified to the Registrar of Societies and Commissioner of Charities within two weeks of the change.

8.9 The duty of the Committee is to organise and supervise the daily activities of the Association. The Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and always remains subordinate to the General Meetings.

8.10 The Committee has power to authorise the expenditure of a set sum from the Association's funds for the Association purposes. The Committee has the power to review and revise the set sum according to the Association's needs and its financial status.

## **9. DUTIES OF OFFICE-BEARERS**

9.1 The President shall clear all General and Committee meetings. The President shall also represent the Association in its dealings with outside persons.

9.2 The Vice-President shall assist the President and deputise in his/her absence.

9.3 The Secretary shall keep all records, except financial, of the Association and shall be responsible for their correctness. The Secretary will keep minutes of all General and Committee meetings. The Secretary shall maintain and up-to date Register of Members at all times.

9.4 The Assistant Secretary shall assist the Secretary and deputise in his/her absence.

9.5 The Treasurer shall keep all funds and collect and disburse all monies on behalf of the Association and shall keep an account of all monetary transactions and shall be responsible for their correctness. The Treasurer is authorised to expend up to \$1,000.00 per month for petty expenses on behalf of the Association. The Treasurer will not keep more than \$200.00 in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee. Cheques, etc. for withdrawals from the bank will be signed by the Treasurer or the Assistant Treasurer (as the Treasurer may direct from time to time), and either the President or the Vice-President or the Secretary.

9.6 The Assistant Treasurer shall assist the Treasurer and deputise in his/her absence.

9.7 Ordinary Committee Members shall assist in the general administration of the Association and perform duties assigned by the Committee from time to time.

## **10. AUDIT AND FINANCIAL YEAR**

10.1 A firm of Certified Public Accountants shall be appointed as Auditors at each Annual General Meeting for a term of one year and shall be eligible for reappointment.

10.2 The Auditors:

a) will be required to audit each year's accounts and present a report upon them to the Annual General Meeting.

b) may be required by the President to audit the Association's account for any period within their tenure of office at any date and make a report to the Committee.

10.3 The financial year shall be from 1st April to 31st March.

## **11. TRUSTEES**

11.1 If the Association at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.

- 11.2 The trustees of the Association shall:
- a) not be more than five and not less than two in number.
  - b) be elected by a General Meeting of members.
  - c) not effect any sale or mortgage of property without the prior approval of the General Meeting of members.
- 11.3 The office of the trustee shall be vacated:
- a) if the trustee dies or becomes a lunatic or of unsound mind.
  - b) if he is absent from the Republic of Singapore for a period of more than one year.
  - c) if he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.
  - d) if he submits notice of resignation from his trusteeship
- 11.4 Notice of any proposal to remove a trustee from his trusteeship or to appoint a new trustee to fill a vacancy must be given by posting in on the notice board in the Association's premises at least two weeks before the General Meeting at which the proposal is to be discussed. The result of such General Meeting shall then be notified to the Registrar of Societies and Commissioner of Charities.
- 11.5 The address of each immovable properties, name of each trustee and any subsequent change must be notified to the Registrar of Societies and Commissioner of Charities.

## **12. VISITORS AND GUESTS**

- 12.1 Visitors and guests may be admitted into the premises of the Association but they shall not be admitted into the privileges of the Association. All visitors and guests shall abide by the Association's rules and regulations.

## **13. PROHIBITIONS**

- 13.1 Gambling of any kind is forbidden on the Association'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 Association shall not be used to pay the fines of members who have been convicted in court of law.
- 13.3 The Association shall not engage in any trade union activity as defined in any written law relating to trade unions for the time being in Singapore.
- 13.4 The Association 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.
- 13.5 The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.



- 13.6 The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office-bearers, Committee or members unless with the prior approval of the relevant authorities.
- 13.7 The Association shall not raise funds from the public for whatever purposes without the prior approval of the relevant authorities if required.

#### **14. GENERAL**

- 14.1 Voting by proxy or postal voting or e-voting shall be permitted at all General Meetings for all matters except for election to the Committee. Each Ordinary Member shall be permitted to vote by proxy for not more than two Ordinary Members.

#### **15. AMENDMENTS TO CONSTITUTION**

- 15.1 No alteration or addition/deletion to this Constitution shall be passed except at a General Meeting and with the consent of two-thirds of the voting members present at the General Meeting, and they shall not come into force without the prior approval in writing of the Registrar of Societies and the Commissioner of Charities.

#### **16. INTERPRETATION**

- 16.1 In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, the Committee shall have power to use its own discretion. The decision of the Committee shall be final unless it is reversed at a General Meeting of members.

#### **17. DISPUTES**

- 17.1 In the event of any dispute arising amongst members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with this Constitution. Should the members fail to resolve the matter, they may bring the matter to a court of law for settlement.

#### **18. DISSOLUTION**

- 18.1 The Association shall not be dissolved, except with the consent of not less than 3/5 of the total voting membership of the Association for the time being resident in Singapore expressed, either in person or by proxy, postal or e-voting at a General Meeting convened for the purpose.
- 18.2 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 remaining funds will be donated to an approved charity or charities in Singapore which is or are registered under the Charities Act as determined by the members at the General Meeting.
- 18.3 A Certificate of Dissolution shall be given within seven days of the dissolution to the Registrar of Societies and the Commissioner of Charities.

---

**Updated on 24 June 2025**

