

Comparison of Chapters' By-law Proposed Amendment

Rule No.	Existing Rule(s)	Renumbered Rule No.	Proposed Rule(s)	Explanation and Reason(s) for Amendments
			ARTICLE I - GOVERNMENT	
1.	<p>NAME</p> <p>The organisation shall be known as the "American Society of Heating, Refrigerating and Air-conditioning Engineers, Inc. Singapore Chapter" (herein after referred to as the "Chapter").</p>	1.1	<p>NAME</p> <p>The organisation shall be known as the "American Society of Heating, Refrigerating and Air-conditioning Engineers, Inc. Singapore Chapter" (herein after referred to as the "Chapter").</p>	No change
2	<p>ADDRESS</p> <p>Its place of business shall be at Block 125, Bukit Merah Lane 1, #03-160, Singapore 150125 or such other address as may subsequently to be decided upon by the Board of Governors (herein after referred to as the "Board") and approved by the Registrar of Societies (herein after referred to as the "ROS").</p>	1.2	<p>ADDRESS</p> <p>Its place of business shall be at Block 125, Bukit Merah Lane 1, #03-160, Singapore 150125 or such other address as may subsequently to be decided upon by the Board of Governors (herein after referred to as the "Board") and approved by the Registrar of Societies (herein after referred to as the "ROS").</p>	No change
3	<p>OBJECTIVES</p> <p>The objectives of the Chapter are exclusively scientific and educational and include, but are not limited to :- (a) the advancement of the sciences of heating, refrigerating and air-conditioning engineering and related sciences,</p>	1.3	<p>OBJECTIVES</p> <p>The objects of the Chapter are exclusively scientific and educational and include, but are not limited to: (a) the advancement of the sciences of heating, refrigerating and air- conditioning engineering and related sciences;</p>	No change

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	<p>(b) the continuing education of the members and other interested persons in said sciences, through lectures, demonstrations, and publications,</p> <p>(c) the rendering of career guidance to students of the sciences, and</p> <p>(d) the encouragement of scientific research.</p>		<p>(b) the continuing education of the members and other interested persons in said sciences, through lectures, demonstrations, and publications;</p> <p>(c) the rendering of career guidance and financial assistance to students of the sciences; and</p> <p>(d) the encouragement of scientific research.</p>	
		1.4	<p>Interpretation</p> <p>The Board of Governors shall resolve all questions of interpretation of the Constitution and these Bylaws.</p>	<p>Addition in line with ASHARE Society draft for Chapters.</p>
		1.5	<p>Rules of Order</p> <p>Except as otherwise provided in the Constitution or these Bylaws, the conduct of meetings of the members shall be governed by the rules of procedure set forth in Robert's Rules of Order Newly Revised.</p>	<p>Description in line with ASHARE Society draft for Chapters.</p>
4	MEMBERSHIP		ARTICLE II – MEMBERSHIP	
4.1	<p>Qualifications</p> <p>Membership is open to all members of the Society in good standing and residing in Singapore, as prescribed by the Board of Directors of the Society, who have properly</p>	2.1	<p>Qualification</p> <p>The membership of the Chapter shall consist of all members of the Society in good standing and residing in the geographic area of the Chapter, as prescribed by the Board of</p>	<p>Description in line with ASHARE Society draft for Chapters.</p>

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	<p>joined the Chapter.</p> <p>Student members shall be bona-fide full-time students with an approved local educational institution.</p>		<p>Directors of the Society, who have properly joined the chapter.</p> <p>Student members shall be bona-fide full-time students with an approved local educational institution.</p>	
		2.2	<p>Non-Residents</p> <p>Notwithstanding the foregoing, a member of the Society residing in the geographic area of a Chapter may elect to be a member of another Chapter. A member may elect to belong to more than one Chapter.</p>	<p>Description in line with ASHARE Society draft for Chapters.</p>
4.2	<p>Grade</p> <p>Members shall hold the same grade of membership as held in Society.</p>	2.3	<p>Grade</p> <p>Each member shall hold the same grade of membership in the Chapter as in the Society.</p>	<p>Description in line with ASHARE Society draft for Chapters.</p>
4.3	<p>Rights and Privileges</p> <p>All Chapter members shall be entitled to the same rights and privileges, except that (a) student members, and (b) members who have not paid Chapter fees, subscriptions, assessments or other charges within thirty (30) days of their due date shall not be entitled to voting privileges or the right to election or appointment as an Officer, Governor, or Committee Chairman of the Chapter. All rights and privileges of a member are vested solely in the member and may not be delegated or transferred, except as</p>	2.4	<p>Rights and Privileges</p> <p>All Chapter members shall be entitled to the same rights and privileges, except that (a) student members, and (b) members who has not paid Chapter fees, dues, assessments or other charges within thirty (30) days of their due date shall not be entitled to voting privileges or the right to election or appointment as an officer, governor, or committee chair of the Chapter. All rights and privileges of a member are vested solely in the member and may not be delegated or transferred, except as provided in Article III,</p>	<p>Reference clauses change numbering.</p>

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	provided in Clause 7.3 and Clause 18.1.		paragraph 3.7 hereof.	
4.4	<p>Suspension</p> <p>In the event that a member does not pay all the Chapter fees, subscriptions, assessments or other charges within six (6) months of their due date, all rights and privileges of membership in the Chapter shall be suspended. Such membership rights and privileges shall be restored to the member upon full payment thereof. Delinquency in payment of Chapter dues or other Chapter charges will not affect a member's standing in the Society.</p>	2.5	<p>Suspension</p> <p>In the event that a member does not pay all the Chapter fees, dues, assessments or other charges within six (6) months of their due date, all rights and privileges of membership in the Chapter shall be suspended. Such membership rights and privileges shall be restored to the member upon full payment thereof. Delinquency in payment of Chapter dues or other Chapter charges will not affect a member' s standing in the Society.</p>	No change
4.5	<p>Termination</p> <p>Membership shall terminate upon the death of any member, the moving of a member's residence outside Singapore or the written receipt of notice by the member terminating membership.</p>	2.6	<p>Termination</p> <p>Membership in the Chapter shall terminate upon the death of any member, the removal of a member' s principal place of residence to the geographic area of another Chapter except as provided in Article II, paragraph 2.2 hereof, or the receipt of written notice by the member of termination of membership. In the event of such termination, neither the former member, nor his/her personal representatives, heirs or devisees shall have any right, title or interest in the Chapter or its assets.</p>	Description in line with ASHARE Society draft for Chapters.
4.6	<p>Expulsion</p> <p>A member may be expelled only by action</p>	2.7	<p>Expulsion</p> <p>A member may be expelled from the Society</p>	Description in line with

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	taken by the Board. However, the expulsion from the Chapter shall not affect the member's standing in Society although the Board may recommend similar action to be taken by Society.		and the Chapter only upon action taken by the Board of Directors of the Society. Such action may be initiated by the Board of Governors of the Chapter by the filing of written charges and supporting evidence with the Secretary of the Society.	ASHARE Society draft for Chapters.
5	ENTRANCE FEES, SUBSCRIPTIONS AND OTHER FEES		ARTICLE IV - DUES AND FINANCE	
		4.1	Society Dues The annual dues for membership in the Society, as prescribed from time to time by the Society, shall be paid to the Society.	Description in line with ASHARE Society draft for Chapters.
5.1	The Board, at its discretion, may levy such dues, fees, charges or other assessments as are reasonable and necessary to meet current operating expenses of the Chapter.	4.2	Chapter Dues The Board of Governors, in its discretion and subject to the approval by a vote of members, may levy such dues, fees, charges or other assessments as are reasonable and necessary to meet the current operating expenses of the Chapter. The due date of such payments shall be as prescribed by the Board of Governors.	Description in line with ASHARE Society draft for Chapters.
5.2	An entrance fee is payable with the application form or within fourteen (14) days of election to membership in the Chapter. Student members shall be exempt from paying the entrance fee.	4.3	An entrance fee is payable with the application form or within fourteen (14) days of election to membership in the Chapter. Student members shall be exempt from paying the entrance fee.	No change
5.3	Annual subscription is due and payable in advance within fourteen (14) days of the first of <u>March</u> of each year. Student Members are	4.4	Annual subscription is due and payable in advance within fourteen (14) days of the first of <u>March</u> of each year. Student Members are	No change

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	exempt from paying subscription as long as they remain in such a capacity.		exempt from paying subscription as long as they remain in such a capacity.	
5.4	Annual subscriptions may only be varied by a general meeting of the members.	4.5	Subscriptions Variation Annual subscriptions may only be varied by a general meeting of the members.	No change
6	MEETINGS		ARTICLE III - MEETINGS OF MEMBERS	
6.1	Regular meetings of the Chapter shall be held at least on a quarterly basis (a minimum of four per calendar year) at such place and time as is prescribed by the Board.	3.1	Regular Meetings Meetings of the Chapter shall be held on at least a monthly basis from May through April at such time and place as is prescribed by the Board of Governors.	Description in line with ASHARE Society draft for Chapters.
6.2	An annual meeting for the purpose of installation of the Board shall be held by the last day of May of each calendar year at such place and time as is prescribed by the Board.	3.2	Annual Meeting An annual meeting for the purpose of installation of the Board shall be held by the last day of May of each calendar year at such place and time as is prescribed by the Board.	No Change
6.3	Special meetings may be called by the President or at the request of the Board or fifteen percent (15%) of the members with voting rights.	3.3	Special Meetings Special meetings of the Chapter may be called by the President at the President' s discretion, or at the request of the Board of Governors or 15 percent of the members with voting rights.	Description in line with ASHARE Society draft for Chapters.
6.4	Notice of meetings shall be sent by the	3.4	Notice of Meetings	

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	Secretary to all members setting the place, date and time. In the case of a special meeting the purpose will also be stated.		Timely written notice of all meetings shall be sent by the Secretary to all members setting forth the place, date and hour of the meeting and, in the case of a special meeting, the purpose thereof.	Description in line with ASHARE Society draft for Chapters.
6.5	A quorum for the transaction of business shall consist of twenty-five percent (25%) of the total voting membership or 30 voting members, whichever is the lesser, and a majority of the Board. If there is no quorum, the meeting may proceed after one hour except for business relating to financial or constitutional changes.	3.5	Quorum A quorum for the transaction of business shall consist of twenty-five percent (25%) of the total voting membership or 30 voting members, whichever is the lesser, and a majority of the Board. If there is no quorum, the meeting may proceed after one hour except for business relating to financial or constitutional changes.	No Change
6.6	The vote of a majority of the members present having voting rights is necessary for the adoption of any matter.	3.6	Majority Vote A majority of the number of votes cast in person or by proxy shall be necessary for the adoption of any matter, except as otherwise provided in the Constitution or these Bylaws.	Description in line with ASHARE Society draft for Chapters.
			ARTICLE V - BOARD OF GOVERNORS	
7	MANAGEMENT The property and affairs of the Chapter shall be managed by the Board. The Board may execute all business of the Chapter that does not require action by the full membership.	5.1	Duties The property and affairs of the Chapter shall be managed by the Board of Governors. The Board of Governors may execute all business of the Chapter that does not require action by	Description in line with ASHARE Society draft for Chapters.

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	The presiding officer shall briefly report on these actions to the members in attendance at the next regular Chapter meeting.		the full membership of the Chapter. The presiding officer shall report briefly on these actions at the next Chapter meeting.	
7.1	<p>Composition of Board</p> <p>The Board shall consist of the elected officers, six (6) other elected members and the immediate past president, who shall be ex-officio of the Board.</p>	5.2	<p>Composition</p> <p>The Board shall consist of the elected officers, five (5) other elected members and the immediate past president, who shall be ex-officio of the Board.</p>	In line with ASHARE Society that 2 committees (Programme and TEGA) are combined into 1 committee, namely “Chapter Technology Transfer Committee (CTTC)”
7.2	Meetings shall be at the discretion of the Board. A special meeting may be called by the President or at the written request of two (2) members of the Board.	5.3	<p>Meetings</p> <p>The time and place of regular meetings of the Board of Governors shall be at the discretion of the Board. A special meeting of the Board of Governors may be called by the President, at the President' s discretion, or at the written request of two (2) members of the Board.</p>	Description in line with ASHARE Society draft for Chapters.
7.3	A quorum for the transaction of business shall consist of a majority of the Board present. The vote of a majority of the members present shall be necessary for the adoption of any matter.	5.4	<p>Quorum and Majority Vote</p> <p>A quorum for the transaction of business shall consist of a majority of the Board present in person, and the majority vote of the members present in person or by proxy shall be necessary for the adoption of any matter, except as otherwise provided in the Constitution or these Bylaws. The form of proxies shall be governed by Article III,</p>	Description in line with ASHARE Society draft for Chapters.

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			paragraph 3.7 hereof.	
		5.5	Notice of Meetings Timely written notice of all meetings shall be sent by the Secretary to all members setting forth the place, date and hour of the meeting and, in the case of a special meeting, the purpose thereof.	Description in line with ASHARE Society draft for Chapters.
7.4	Any member of the Board absenting himself from three consecutive meetings without satisfactory explanation shall be deemed to have withdrawn from the Board. A successor may be appointed by the Board to serve until the next Annual General Meeting.	5.6	Any member of the Board absenting himself from three consecutive meetings without satisfactory explanation shall be deemed to have withdrawn from the Board. A successor may be appointed by the Board to serve until the next Annual General Meeting.	No change
8	OFFICERS		ARTICLE VI - OFFICERS	
8.1	The officers of the Chapter shall be the President, President-Elect, Secretary, and Treasurer.	6.1	Titles The officers of the Chapter shall be a President, a President-Elect, Secretary, and Treasurer.	No change
		6.2	Multiple Offices With the exception of the office of President, any number of offices may be held by the same member.	Description in line with ASHARE Society draft for Chapters.
8.2	<i>The President</i>	6.3	The President	

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	The President shall be the Chief Executive Officer of the Chapter and shall have general direction of the affairs of the Chapter and general supervision of its several officers, subject to the control of the Board.		The President shall be the chief executive officer of the Chapter and shall provide general direction of the affairs of the Chapter and provide general supervision over its several officers, subject to the control of the Board of Governors. The President shall, from time to time, report to the members and to the Board all matters within the President's knowledge which the interest of the Chapter may require to be brought to the Chapter's notice; shall preside at all meetings of the members and at all meetings of the Board; shall sign and execute in the name of the Chapter all contracts, or other instruments authorized by the Board, except in cases where the signing and execution thereof shall be expressly delegated or permitted by the Board or by these Bylaws to some other officer or agent of the Chapter.	Description in line with ASHARE Society draft for Chapters.
8.3	<i>The President-Elect</i> The President-Elect shall automatically succeed to the office of the President at the conclusion of the President's term of office. In the absence of the President, the President-Elect shall exercise the powers and perform the duties of the President.	6.4	The President-Elect The President-Elect shall automatically succeed to the office of the President at the conclusion of the President's term of office. In the absence of the President, the President-Elect shall exercise the powers and perform the duties of the President.	No change
8.4	<i>The Secretary</i> The Secretary shall send notices of meetings, keep minutes of the Board meetings and of	6.5	The Secretary The Secretary shall send notices of meetings to the members and to the Board of	Description in line with ASHARE Society draft

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	<p>each Chapter meeting, maintain a membership roster, a roll or membership attendance at the meetings and maintain such books, papers and records as the Board may direct.</p>		<p>Governors as prescribed in these Bylaws, and to Committee Chairs as requested by the President. The Secretary shall keep the minutes of the meetings of the Chapter and of the Board of Governors and shall promptly file a copy of the minutes of each meeting of the Chapter with the Regional Chair and Regional Vice Chair (RVC) for Chapter Technology Transfer, and shall send advance notices and minutes of meetings of the Board of Governors to the Regional Chair. In addition, the Secretary shall send the Chapter newsletter to the Editor of the official publication of the Society. The Secretary shall maintain a membership roster, a roll of membership attendance, and such books, papers, and records as the Chapter or Board of Governors may direct, which shall be open to the inspection of any member of the Board of Governors. The Secretary shall promptly notify members of their nomination, election, or appointment to office.</p>	<p>for Chapters.</p>
8.5	<p><i>The Treasurer</i></p> <p>The Treasurer shall receive all funds including fees, subscription, charges and other assessments and deposit such funds in banks or other depositories. He shall disburse funds only as authorized by the Board. He shall keep appropriate records of receipts and expenses and make a full financial report at the Chapter's annual meeting. He shall</p>	6.6	<p>The Treasurer</p> <p>The Treasurer shall receive all funds including fees, subscription, charges and other assessments and deposit such funds in banks or other depositories. He shall disburse funds only as authorized by the Board. He shall keep appropriate records of receipts and expenses and make a full financial report at the Chapter's annual meeting. He shall</p>	<p>No change</p>

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	complete any tax forms as may be required by the local government. Cheques issued by him shall be countersigned by the President or the President-Elect of the Chapter.		complete any tax forms as may be required by the local government. Cheques issued by him shall be countersigned by the President or the President-Elect of the Chapter.	
		6.7	Additional Duties All officers shall perform all duties incident to their respective offices and such other duties as are prescribed by these Bylaws or as are assigned by the Board of Governors.	Description in line with ASHARE Society draft for Chapters.
9	COMMITTEES		ARTICLE VIII - COMMITTEES	
9.1	General All Chapter Committees shall be designated as Standing Committees or Special Committees. Standing Committees are mandatory and are of a continuing nature and shall comprise of Membership Promotion Committee, Publicity & Publication Committee, Student Activities Committee, Research Promotion Committee, Technical, Energy and Government Activities Committee and Chapter Programme Committee. Special Committees are created for a specific purpose and may be dissolved when their functions have been completed.	8.1	General All Chapter Committees shall be designated as Standing Committees or Special Committees. Standing Committees are mandatory and are of a continuing nature and shall comprise of Membership Promotion Committee, Publicity & Publication Committee, Student Activities Committee, Resource Promotion Committee, Chapter Technology Transfer Committee. Special Committees are created for a specific purpose and may be dissolved when their functions have been completed.	In line with ASHARE Society that 2 committees (Programme and TEGA) are combined into 1 committee, namely “Chapter Technology Transfer Committee (CTTC)” Research Promotion Committee has been renamed as “Resource Promotion Committee”
9.2	Appointment	8.2	Appointment	

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	<p>The President, with the advice and approval of the duly-elected Board, shall appoint a Chairman and at least two (2) Committee members to each of the Standing Committees of the Chapter. The Chairman of the Standing Committee shall be a member of the Board, but he shall have no right to vote in the board meeting.</p>		<p>The President, with the advice and approval of the duly-elected Board, shall appoint a Chairman and at least two (2) Committee members to each of the Standing Committees of the Chapter.</p>	<p>Propose to remove this clause as it has contradiction. Chairman of Standing Committee is a member of elected Board member, and hence he has voting right in the board meeting.</p>
9.3	<p>Membership Promotion Committee</p> <p>The Membership Promotion Committee shall encourage applications by person qualified for membership in the Society; shall encourage increased member participation in Chapter affairs; and shall encourage members to advance in their membership grade in the Society.</p>	8.3	<p>Membership Promotion Committee</p> <p>The Membership Promotion Committee shall encourage applications by persons qualified for membership in the Society; shall encourage increased member participation in Chapter affairs; and shall encourage members to advance in their membership grade in the Society.</p>	<p>No change</p>
9.4	<p>Publicity and Publication Committee</p> <p>The Publicity & Publication Committee shall publicise the name, purposes and activities of the Chapter in an effort to obtain qualified members; and shall report Chapter activities of public interest to the news media. The Committee shall obtain news of interest to Chapter members and supervise the publishing of the Chapter newsletter.</p>	8.4	<p>Publicity and Publication Committee</p> <p>The Publicity & Publication Committee shall publicise the name, purposes and activities of the Chapter in an effort to obtain qualified members; and shall report Chapter activities of public interest to the news media.</p> <p>The Committee shall obtain news of interest to the Chapter members and supervise the publishing of the Chapter newsletter and managing Chapter's web-site.</p>	<p>Addition of Chapter's web-site.</p>

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<p>9.5</p>	<p>Student Activities Committee</p> <p>The Student Activities Committee shall assist and cooperate with other technical and scientific organizations to influence institutions of higher learning and junior college education in mathematics and science; shall assist in the formation and/or continuing operation of student branches of the Chapter; and shall assist with Chapter participation in continuing education courses and related activities.</p>	<p>8.5</p>	<p>Student Activities Committee</p> <p>The Student Activities Committee shall assist and cooperate with other technical and scientific organizations to influence institutions of higher learning and junior college education in mathematics and science; shall assist in the formation and/or continuing operation of student branches of the Chapter; and shall assist with Chapter participation in continuing education courses and related activities.</p>	<p>No change</p>
<p>9.6</p>	<p>Research Promotion Committee</p> <p>The Research Promotion Committee shall promote the research activities of the Society by conducting an annual campaign to obtain investments in ASHRAE Research, and shall encourage original and independent research by the members in the sciences of heating, refrigeration and air-conditioning, and in conjunction with the Programme Committee, shall encourage lectures, demonstrations and discussions on technical topics of interest for presentation at Chapter meetings.</p>	<p>8.6</p>	<p>Resource Promotion Committee</p> <p>The Resource Promotion Committee shall conduct an annual campaign to obtain investments in ASHRAE Research, The ASHRAE Foundation and Education through the ASHRAE Learning Institute.</p> <p>The committee encourages original and independent research by the members in the sciences of heating, refrigeration and air-conditioning, and in conjunction with the Programme Committee, shall encourage lectures, demonstrations and discussions on technical topics of interest for presentation at Chapter meetings.</p>	<p>Research Promotion Committee has been renamed as “Resource Promotion Committee”</p> <p>Addition of “The ASHRAE Foundation and Education through the ASHRAE Learning Institute.”</p>
<p>9.7</p>	<p>Technical, Energy and Government Activities Committee</p>	<p>8.7</p>	<p>Chapter Technology Transfer Committee</p> <p>The committee shall develop liaison on</p>	<p>In line with ASHARE</p>

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	<p>The Technical, Energy and Government Activities Committee shall develop liaison on technical issues with local levels of government, promote and administer the Chapter technology and government affairs awards programmes. The Committee shall coordinate the efforts of the Chapter by making arrangements with local educational institutions for continuing education courses.</p>		<p>technical issues with local levels of government, promote and administer the chapter technology and government activities awards programs, make arrangements for speakers for programs and technical sessions at chapter meetings, including speaker's requirements for equipment, accommodations and travel arrangements and act as host throughout the meetings. The committee shall coordinate the efforts of the chapter by making arrangements with area educational institutions for continuing education courses, and develop an active "Speakers Bureau" to present talks and seminars to chapters and regions.</p>	<p>Society that 2 committees (Programme and TEGA) are combined into 1 committee, namely "Chapter Technology Transfer Committee (CTTC)"</p>
<p>9.8</p>	<p>Chapter Programme Committee</p> <p>The Chapter Programme Committee shall make arrangements for speakers for programmes and technical sessions at Chapter meetings including speaker's requirements for equipment, accommodation and travel arrangements, and acting as host throughout the meeting. The Committee shall coordinate the efforts of the Chapter by making arrangements with area educational institutions for continuing education courses. The Committee shall develop an active "Speakers Bureau" to present talks and seminars to Chapters and Regions. The Committee shall encourage fellowship among members and shall extend greetings to guests</p>		<p>Not used</p>	<p>ASHRAE Society has incorporated 'Programme Committee' into 'Chapter Technology Transfer Committee'.</p>

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	and new members of the Society. The Committee shall also be responsible for contacting each member of the Chapter prior to each scheduled meeting or event to ensure that they have received notice of that meeting or event, and to ascertain the expected attendance.			
9.9	<p>Special Committees</p> <p>Additional or special committees may be appointed at any time by the President with advice and approval by the Board. Announcement shall be made at the next regular meeting. The Chairman of a Special Committee shall not be a member of the Board.</p>	8.8	<p>Special Committees</p> <p>Additional or special committees may be appointed at any time by the President with advice and approval by the Board. Announcement shall be made at the next regular meeting. The Chairman of a Special Committee shall not be a member of the Board.</p>	No Change
10	<p>AUDIT</p> <p>Two (2) persons who are not members of the Board shall be elected as Honorary Auditors at each Annual General Meeting. They shall hold office for one year only and may not be re-elected in the following term. They will be required to audit each year's accounts and to present a report to the Annual General Meeting. They may be required by the President to audit the Chapter's accounts for any period within their tenure of office at any date and make a report to the Board.</p> <p>The financial year shall be from 1st March to</p>	8.10	<p>Auditing Committee</p> <p>Two (2) persons who are not members of the Board shall be elected as Honorary Auditors at each Annual General Meeting. They shall hold office for one year only and may not be re-elected in the following term. They will be required to audit each year's accounts and to present a report to the Annual General Meeting. They may be required by the President to audit the Chapter's accounts for any period within their tenure of office at any date and make a report to the Board.</p> <p>The financial year shall be from 1st March to</p>	No change

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	end of February.		end of February.	
11	NOMINATIONS, ELECTIONS, VACANCIES AND REMOVAL		ARTICLE VII - NOMINATIONS, ELECTIONS, VACANCIES, AND REMOVAL	
11.1	Nominating Committee	7.1	Chapter Nominating Committee	
11.1.1	<p>A Nominating Committee shall be elected by members at the preceding Annual General Meeting. The Nominating Committee shall consist of five (5) members in good standing. One (1) member of the Board may serve on the Nominating Committee, but not as its Chairman. Nominations shall be made by members from the floor at such meeting.</p> <p>Nominees receiving the five (5) highest number of votes shall be elected. In the case of a tie, there shall be a run-off election which shall be held at the same meeting. The Nominating Committee shall elect its own Chairman.</p>	7.1.1	<p>A Nominating Committee shall be elected by members at the preceding Annual General Meeting. The Nominating Committee shall consist of five (5) members in good standing. One (1) member of the Board may serve on the Nominating Committee, but not as its Chairman. Nominations shall be made by members from the floor at such meeting.</p> <p>Nominees receiving the five (5) highest number of votes shall be elected. In the case of a tie, there shall be a run-off election which shall be held at the same meeting. The Nominating Committee shall elect its own Chairman.</p>	No change
11.1.2	The Nominating Committee shall nominate eligible members for election to the Board at the Annual General Meeting. Names of eligible members may also be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of eligible voting members present. The outgoing President shall automatically be appointed the Immediate Past President and	7.1.2	The Nominating Committee shall nominate eligible members for election to the Board at the Annual General Meeting. Names of eligible members may also be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of eligible voting members present. The outgoing President shall automatically be appointed the Immediate Past President and	No change

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	the outgoing President-Elect shall be appointed the President without election. Nomination to the post of President-Elect shall be from candidates who had previously served for a minimum of one year with the Board.		the outgoing President-Elect shall be appointed the President without election. Nomination to the post of President-Elect shall be from candidates who had previously served for a minimum of one year with the Board.	
11.2	Eligibility for Re-election Officers and Board members are elected to one-year terms, but may be re-elected to consecutive terms with the exception of the Treasurer post. The President may be re-elected to the same post for one additional consecutive term. If the President is re-elected for an additional consecutive term, the President-Elect will also need to be re-elected in accordance with the election procedure set forth in Clause 11.6 .	7.1	Eligibility for Re-election Officers and Board members are elected for one-year terms, but may be re-elected to consecutive terms with the exception of the Treasurer post. The president may be re-elected to the same office for one additional consecutive term. If the president is re-elected for an additional consecutive term, the president-elect will also need to be re-elected in accordance with the election procedure set forth in Article VII, paragraph 7.5 .	Reference clauses change numbering.
11.3	Duties of Nominating Committee The Nominating Committee shall select from the members eligible to hold office one (1) candidate for each office except President, and for each member to be elected to the Board and shall obtain from each candidate a written statement that the candidate is a member in good standing in the Society and consents to stand for election. Not less than thirty (30) days before the Annual General Meeting, the Nominating Committee shall present to the Secretary the names of the	7.2	Duties of Nominating Committee The Nominating Committee shall select from the members eligible to hold office one candidate for each office except President, and for each member to be elected to the Board of Governors and shall obtain from each candidate a written statement that the candidate is a member in good standing in the Society and consents to stand for election. Not less than thirty (30) days before the Annual General Meeting, the Nominating Committee shall present to the Secretary the	No change

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	<p>candidates selected, together with their statements.</p>		<p>names of the candidates selected, together with their statements.</p>	
11.4	<p>Duties of Secretary</p> <p>The Secretary, upon receiving nominations from the Nominating Committee shall prepare a list of candidates and send it to each member with voting rights at least ten (10) days prior to meeting.</p>	7.3	<p>Duties of Secretary</p> <p>Upon receipt of these names from the Nominating Committee, the Secretary shall prepare a list of the candidates and shall forward such list to all members with voting rights at least ten (10) days prior to such meeting.</p>	<p>Description in line with ASHARE Society draft for Chapters.</p>
11.5	<p>Nomination by Members</p> <p>Additional nomination of members, consenting orally or in writing to be candidates, may be made from the floor at the meeting.</p>	7.4	<p>Nomination by Members</p> <p>Additional nominations of members in good standing who consent orally or in writing to be candidates may be made from the floor at such meeting.</p> <p>If at this meeting more than one such nomination from the floor is made for any one office or membership on the Board of Governors, a vote shall be taken to select the name of the opposition candidate to be placed on the ballot.</p>	<p>Description in line with ASHARE Society draft for Chapters.</p>
11.6	<p>Voting and Elections</p> <p>The President shall appoint three (3) tellers to assist in conducting the election. The votes shall be promptly tallied and the candidate receiving the majority of the votes cast for each respective post shall be declared elected. If there is a tie vote, there shall be a run off</p>	7.5	<p>Voting and Election</p> <p>Not less than ten (10) days prior to the next meeting, the Secretary shall send a mail ballot, in the case of elections by mail, or a proxy statement, in the case of elections at meetings, to all members with voting rights.</p>	<p>Description in line with ASHARE Society draft for Chapters.</p>

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	<p>election.</p> <p>If at this meeting more than one such nomination from the floor is made for any one office or membership on the Board, a vote shall be taken to select the name of the opposition candidate to be placed on the ballot.</p>		<p>In the case of elections at meetings, the President shall appoint three (3) tellers to assist in conducting the election. The Board of Governors or the tellers, if any, shall promptly tally all votes. The candidate receiving a majority of the votes cast for each respective office shall be declared elected. If there is a tie vote, there shall be a run-off election.</p>	
11.7	<p>Installation</p> <p>Officers and members of the Board shall assume their duties after handover at the first joint Board meeting with the outgoing Board which shall take place no later than 30 days from the Annual General Meeting of the Chapter.</p>	7.6	<p>Installation</p> <p>Officers and members of the Board shall assume their duties after handover at the first joint Board meeting with the outgoing Board which shall take place no later than 30 days from the Annual General Meeting of the Chapter.</p>	No change
11.8	<p>Vacancies</p> <p>Whenever there shall be a vacancy in any office except President-Elect or a member of the Board by resignation or otherwise, the Board shall have the power to fill such office until the next annual election and installation, and such officer shall have the duties, rights, and privileges of the predecessor.</p> <p>If the President dies, resigns, or is removed from office, the President-Elect shall immediately become President and shall serve for the remainder of the term of the immediate predecessor. If the time served by the President-Elect as President is less than</p>	7.7	<p>Vacancies</p> <p>Whenever there shall be a vacancy in any office except President-Elect or a member of the Board by resignation or otherwise, the Board shall have the power to fill such office until the next annual election and installation, and such officer shall have the duties, rights, and privileges of the predecessor.</p> <p>If the President dies, resigns, or is removed from office, the President-Elect shall immediately become President and shall serve for the remainder of the term of the immediate predecessor. If the time served by the President-Elect as President is less than</p>	No change

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	<p>six (6) months, he/she shall continue to serve as President for the next financial year; therefore the office of President-Elect shall remain vacant until the next annual Chapter election. If the President-Elect dies, resigns, is removed from office, or becomes President for more than six months in accordance with the foregoing provisions, a special election shall be held to fill the vacancy.</p>		<p>six (6) months, he/she shall continue to serve as President for the next financial year; therefore the office of President-Elect shall remain vacant until the next annual Chapter election. If the President-Elect dies, resigns, is removed from office, or becomes President for more than six months in accordance with the foregoing provisions, a special election shall be held to fill the vacancy.</p>	
11.9	<p>Removal</p> <p>Any officer or member of the Board may be removed by a two-third vote of voting members present at a regular meeting, whenever in the judgment of the members, the best interests of the Chapter will be served thereby. The notice of this Chapter meeting shall contain the statement that an item of importance to the Chapter will be presented for action.</p>	7.8	<p>Removal</p> <p>Any officer or member of the Board may be removed by a two-third vote of voting members present at a regular meeting, whenever in the judgment of the members, the best interests of the Chapter will be served thereby. The notice of this Chapter meeting shall contain the statement that an item of importance to the Chapter will be presented for action.</p>	No change
			<p>ARTICLE IX - CHAPTERS REGIONAL COMMITTEE</p>	
		9.1	<p>Election of Delegates</p> <p>The Board of Governors-elect shall elect from among its members one delegate and one alternate to the Chapters Regional Committee. At least one of said delegates shall be an officer-elect of the Chapter. The delegates shall be announced at the annual meeting of</p>	<p>Description in line with ASHARE Society draft for Chapters.</p>

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			the Chapter. The names of such delegates shall be certified in writing by the Secretary to the Secretary of the Society and the Regional Chair by the first day of the following June.	
		9.2	<p>Term</p> <p>The delegate and alternate delegate shall serve for a term of one (1) year, commencing on the first day of July following their election. No member may be elected to serve as the delegate for more than two (2) consecutive terms; no member may be elected to serve as the alternate delegate for more than two (2) consecutive terms; and no member may be elected to serve in either capacity for more than four (4) consecutive terms.</p>	Description in line with ASHARE Society draft for Chapters.
		9.3	<p>Duties</p> <p>The duties of the delegate and alternate delegate shall be as prescribed from time to time by the Society. They shall transmit recommendations concerning policies, procedures, and operations of the Society, its Chapter and its Student Branches to the Regional Chair in advance of the Chapters Regional Committee Meeting; shall attend such meeting; shall suggest candidates for the Board of Directors of the Society, Society committees, and miscellaneous Society</p>	Description in line with ASHARE Society draft for Chapters.

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			honors and awards; shall participate in the election of one (1) member and one (1) alternate member to serve on the Society Nominating Committee; and shall report to the Board of Governors of the Chapter regarding the business transacted at the Chapters Regional Committee meeting, together with any recommendations for Chapter action.	
		9.4	Vacancies and Removal Whenever either delegate is unable to fulfill this office, the Board of Governors shall appoint another delegate. Either delegate may be removed by the Board of Governors whenever, in its judgment, the best interests of the Chapter will be served thereby.	Description in line with ASHARE Society draft for Chapters.
			ARTICLE X - AMENDMENTS	
		10.1	By Society Amendments to these Bylaws set forth in written directives of the Secretary of the Society shall be adopted by a majority of the Board of Governors. Written copies of said amendments shall be sent by the chapter secretary to all members, or an officer of the Chapter shall read said amendments at the next succeeding chapter meeting.	Description in line with ASHARE Society draft for Chapters.
12	AMENDMENTS	10.2	By Chapter	

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	<p>No alterations or additions to these rules shall be made except at a General Meeting and they shall not come into force without prior notification to Society and sanction of the ROS.</p>		<p>Amendments to these Bylaws may also be initiated by a written resolution of a majority of the Board of Governors or by not less than five (5) members in good standing with voting privileges and may be presented at a General Meeting of the Chapter.</p> <p>If approved by a majority of the members present, the chapter secretary shall send copies of the proposed amendments to all members not less than seven (7) days before the next succeeding meeting.</p> <p>If approved by a two-thirds (2/3) vote at such meeting, the chapter secretary shall forward such proposed amendments to the Secretary of the Society for approval by the Member Council of the Society and review by the Regional Chair.</p> <p>Any amendments shall become effective only upon receipt of written notice of approval by the Member Council or its authorized representative of the Society.</p> <p>Notwithstanding, amendments shall not come into force without approval of the Singapore Registry Of Society (ROS).</p>	<p>Description in line with ASHARE Society draft for Chapters.</p>
			<p>ARTICLE XI – POWERS AND LIMITATIONS</p>	

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13	<p>POWERS</p> <p>The Chapter shall have the power to perform all lawful acts which may be deemed necessary or expedient for the proper and successful prosecution of the objects and purposes for which it is organised and operated, consistent with the Certificate of Consolidation, ByLaws and Rules of the Board of Directors of Society.</p>	11.1	<p>Powers</p> <p>The Chapter shall have the power to perform all lawful acts which may be deemed necessary or expedient for the proper and successful prosecution of the objects and purposes for which it is organised and operated, consistent with the Certificate of Consolidation, ByLaws and Rules of the Board of Directors of Society.</p>	No change
14	<p>LIMITATION OF POWERS</p>	11.2	<p>Limitation of powers</p>	
14.1	<p>The Chapter is not operated for the pecuniary profit of its members; no part of the net income of the Chapter shall be payable to or shall otherwise be available for the personal benefit of any member; no salary, emolument or compensation shall be paid to any member; and no part of the activities of the Chapter shall consist of the performance of particular services for individual members.</p>	11.2.1	<p>The Chapter is not operated for the pecuniary profit of its members; no part of the net income of the Chapter shall be payable to or shall otherwise be available for the personal benefit of any member; no salary, emolument or compensation shall be paid to any member; and no part of the activities of the Chapter shall consist of the performance of particular services for individual members.</p>	No change
14.2	<p>The Chapter shall not have the authority to act for or in the name of Society, the Chapter shall not use the name of Society except as a part of its own name; the Chapter shall not use the emblem of Society without the written approval of the Board of Directors of Society; and the Chapter shall not incur any financial liability or contractual obligation in the name of Society.</p>	11.2.2	<p>The Chapter shall not have the authority to act for or in the name of Society, the Chapter shall not use the name of Society except as a part of its own name; the Chapter shall not use the emblem of Society without the written approval of the Board of Directors of Society; and the Chapter shall not incur any financial liability or contractual obligation in the name of Society.</p>	No change

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		11.2.3	The Chapter shall not issue publications for distribution to persons other than members without prior approval of the Board of Directors of the Society. Certain publications for members such as a chapter newsletter or chapter membership roster/product directory may be distributed to persons other than members provided it clearly complies with paragraph 11.2.2.	Description in line with ASHARE Society draft for Chapters.
14.3	The Chapter shall not contribute to, affiliate with or hold membership in any society, association, council or other organisation without prior approval of the Board of Directors of Society.	11.2.4	The Chapter shall not contribute to, affiliate with or hold membership in any society, association, council or other organisation without prior approval of the Board of Directors of Society.	No change
14.4	The Chapter shall not recommend, endorse or approve any product, service, publication, person or entity for the promotion of private interests.	11.2.5	The Chapter shall not recommend, endorse or approve any product, service, publication, person or entity for the promotion of private interests.	No change
15	PROHIBITIONS		ARTICLE XII – PROHIBITIONS	
15.1	The Chapter shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.	12.1	The Chapter shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.	No change
15.2	The Chapter shall not indulge in any political activity nor allow its funds and/or premises to be used for political purposes.	12.2	The Chapter shall not indulge in any political activity nor allow its funds and/or premises to be used for political purposes.	No change

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15.3	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 Chapter' s premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.	12.3	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 Chapter' s premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.	No change
15.4	The funds of the Chapter shall not be used to pay the fines of members who have been convicted in Court.	12.4	The funds of the Chapter shall not be used to pay the fines of members who have been convicted in Court.	No change
15.5	The Chapter shall not hold any lottery, whether confined to its members or not, in the name of the Chapter or its office bearers, Committee or members.	12.5	The Chapter shall not hold any lottery, whether confined to its members or not, in the name of the Chapter or its office bearers, Committee or members.	No change
			ARTICLE XIII - INTERPRETATION	
16	INTERPRETATION In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for this Constitution, the Board shall have power to use their own discretion. The decision of the Board shall be final unless it is reversed at a special meeting of members.	13.1	In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for this Constitution, the Board shall have power to use their own discretion. The decision of the Board shall be final unless it is reversed at a special meeting of members.	No change
			ARTICLE XIV - DISPUTES	
17	DISPUTES	14.1	In the event of any dispute arising amongst members, they shall attempt to resolve the	No change

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	In the event of any dispute arising amongst members, they shall attempt to resolve the matter at a special 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.		matter at a special 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		ARTICLE XV - DISSOLUTION	
18.1	The Chapter shall not be dissolved except with the consent of not less than sixty (60) percent of the registered members of the Chapter expressed, (either in person or by proxy) at a special meeting convened for that purpose.	15.1	The Chapter shall not be dissolved except with the consent of not less than sixty (60) percent of the registered members of the Chapter expressed, (either in person or by proxy) at a special meeting convened for that purpose.	No change
18.2	In the event of dissolution, all debts and liabilities legally incurred on behalf of the Chapter shall be fully discharged. The remaining funds shall be disposed of as decided at the meeting.	15.2	In the event of dissolution, all debts and liabilities legally incurred on behalf of the Chapter shall be fully discharged. The remaining funds shall be disposed of as decided at the meeting.	No change
18.3	A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the ROS.	15.3	A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Singapore ROS.	No change
			ARTICLE XVI – ADOPTION	
		16.1	These Bylaws shall be completed and adopted by a majority of the Board of Governors. Written copies of said Bylaws shall be sent by the Secretary to all members and shall be sent,	Description in line with ASHARE Society draft for Chapters.

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			as amended, to such persons as shall, from time to time, become members of the Chapter.	

Adopted by the Singapore Chapter:

Date
RD/04-07-06
Singapore C&BL.doc

Chapter President
Name

RECORD OF AMENDMENTS		
No.	Amendments Accepted at Meetings	Approval by Registrar of Societies, Singapore
1.	First Constitution at AGM	27 August 1981
2.	3 rd AGM, 30 March 1985	7 June 1985
3.	EGM, 26 May 1990	6 November 1990
4.	EGM, 26 August 1991	27 September 1991
5.	AGM, 25 March 2000	14 August 2000
6.	AGM, 27 April 2002	September 2002

**Updated by Tan Sze Wah
Updated on September 2002**