

CONSTITUTION OF WILLIAM GLASSER INSTITUTE (SINGAPORE)

NAME

- 1 This Society shall be known as the “William Glasser Institute (Singapore)”, hereinafter referred to as the “Society”.

PLACE OF BUSINESS

- 2 Its place of business shall be at “10 Ubi Crescent, #06-18, Ubi Techpark, Singapore 408564” 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.

AIM

- 3.1 The aim of the Society is to promote the concepts and practice of Choice Theory (CT), Reality Therapy (RT), Lead Management (LM) and Quality Schools (QS).

FUNCTIONS

- 3.2 The functions of the Society are:
 - To provide opportunities for CTRT training
 - To liaise with organisations of CTRT practitioners elsewhere
 - To keep a Register of members, their qualifications and appointments, and particulars of their professional experience
 - To collect funds from membership fees; to keep proper account of such funds and to administer them in accordance with the Society's aim.
To exercise such other functions as the Society may from time to time deem feasible and desirable to realise its aims.

MEMBERSHIP QUALIFICATION AND RIGHTS

- 4.1 Membership of the Society shall consist of:
 - a) Faculty Membership is open to certified Choice Theory and Reality Therapy practitioners who have received additional training in Choice Theory and/or Reality Therapy and are able to provide training in Choice Theory and/or Reality Therapy as supervisors/instructors.
 - b) Full Membership is open to persons who have completed training in Choice Theory and/or Reality Therapy and are recognized as Certified Choice Theory and/or Reality Therapy practitioners by the **William Glasser Institute (Singapore) and/or William Glasser International**.

- c) Associate Membership is open to person who are interested in Choice Theory and/or Reality Therapy and have attended at least the Basic Training on Choice Theory and/or Reality Therapy. Associate Members shall have no right to vote or to hold office.
 - d) Facilitator Membership is open to persons who have completed facilitator training for “Take Charge of Your Life” course and are qualified facilitators of William Glasser International.
 - e) Overseas Membership is open to those persons who qualify for membership under either a,b,c or d but are not resident in Singapore. Overseas Members shall enjoy all privileges of membership except the right to vote and to hold office.
- 4.2 Only members who are above 18 years of age and who have been members of the Society for a continuous period of not less than six (6) months immediately preceding the date of the general meeting, shall have the right to vote. No member below the age of 18 years may hold office in the Society.

APPLICATION FOR MEMBERSHIP

- 5.1 A person wishing to join the Society should submit his particulars to the Secretary on a prescribed form.
- 5.2 The Committee will approve new applications for membership.
- 5.3 An approved member who is currently dues-paying may download a copy of the Society’s Constitution from the Society’s website

ENTRANCE FEES AND SUBSCRIPTIONS (MEMBERSHIP FEES)

- 6.1 The entrance fees and subscriptions can be effected for change by the Committee in accordance to corresponding changes in the policies and procedures or the membership fee/ structure of William Glasser International. At least 30 days’ notice is to be given to existing members for any membership fee change to be effected in the next calendar year before the occurrence of the General Meeting. The change will be tabled for resolution at the next Annual General Meeting
- 6.2 Annual subscriptions are payable as and when stipulated in the membership renewal notice, and in any event by the Annual General Meeting. If a member falls into arrears with his subscription or other dues, he shall be informed immediately by the Treasurer. He will be denied the privileges of membership until he settles his account. If he falls into arrears for more than a year, he will automatically cease to be a member.

- 6.3 Any additional fund required for special purposes may only be raised from members with the consent of the general meeting of the members.
- 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 of them or any person claiming through any of them.

GENERAL MEETINGS

- 7.1 The supreme authority of the Society is vested in a General Meeting of the members presided over by the President.
- 7.2 (a) A General Meeting shall be held once in every calendar year within six (6) months after the close of the financial year, at such time and place as may be determined by the Committee, but so that not more than fifteen months shall be allowed to elapse between two such General Meetings.
- 7.2 (b) The above mentioned General Meetings shall be called Annual General Meetings. All other General Meetings shall be called Extraordinary General Meetings.
- 7.3 The Secretary shall convene an Extraordinary General Meeting:
- a) upon receiving a requisition in writing, signed by not less than 25% of the total voting membership or 30 voting members, whichever is the lesser or; and
 - b) upon order of the Committee at anytime.
- 7.4 The Extraordinary General Meeting shall be convened within 2 months from receiving this request to convene the Extraordinary General Meeting. If the Committee does not within 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 14 days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Society's notice board and/or any social media 4 days in advance of the meeting.
- 7.5 At least 14 days' notice shall be given of all General Meetings (including Annual General Meetings and Extraordinary General Meetings). Notice of meeting stating the date, time and place of meeting shall be sent by the Secretary to all voting members. The particulars of the agenda shall be posted on the Society's website and/or any social media 4 days in advance of the meeting.

- 7.6 Voting by proxy is allowed at General Meetings provided the nominated member and the proxy informed the President or the Secretary of their intention at least 7 days in advance of the meeting.
- 7.7 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.
- 7.8 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 week before the meeting is due to be held.
- 7.9 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.
- 7.10 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.

MANAGEMENT AND COMMITTEE

- 8.1 The administration of the Society shall be entrusted to a Committee consisting of the following to be elected at each Annual General Meeting:
- A President
 - A Vice-President
 - A Secretary
 - A Treasurer
 - 1 to 6 Ordinary Members
- 8.2 (a) Names for the above offices 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, except the Treasurer may be re-elected to the same or related post for a consecutive term of office. The term of office of the Committee is 2 years.
- 8.2 (b) Notwithstanding anything hereinbefore provided, it is declared that the office of President may be held by the same elected person for not more than 3 terms consecutively.
- 8.2 (c) The Committee may from time to time establish ad-hoc sub-committee(s) as it considers desirable, to work on project(s).

- 8.3 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 event of a tie, the Chairman of the meeting shall have a casting vote.
- 8.3(a) Newly elected Executive Committee Members have 2 months from the date of election to transfer of banking and legal signatories into their names. During this period, the retiring Executive Committee members will continue to be the banking and legal signatories for the Institute. A Committee Meeting shall be held at least once every 3 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 1/2 of the Committee Members must be present for its proceedings to be valid.
- 8.4 Any member of the Committee absenting himself from three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee and a successor may be co-opted by the Committee to serve until the next Annual General Meeting. Any changes in the Committee shall be notified to the Registrar of Societies within two weeks of the change.
- 8.5 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 always remains subordinate to the General Meetings.
- 8.6 The Committee has power to authorise the expenditure of a sum not exceeding S\$10,000.00 per month from the Society's funds for the Society's purposes, such sum to be disbursed in quarterly amounts not exceeding S\$20,000.00. Exception for the purpose of payment to Trainer for professional training.
- 8.7 The majority of the Committee shall be Singapore citizens. No more than 25% of the Committee shall be family members related by blood or marriage.
- A Committee Member who is in any way, whether directly or indirectly, interested in a contract or proposed contract with the Society shall declare in full the nature of his interest to the Committee. A Committee Member shall not vote in respect of any contract or arrangement in which he is interested (and if he shall do so, his vote shall not be counted), nor shall he be counted for the purpose of any resolution regarding the same, in the quorum present at the meeting.
- 8.8 A Committee Member may withdraw from the Committee by providing a written letter of notice stating valid reason(s) in submission to its President of at least 30 days' notice during which he should ensure the handover and/or completion of any outstanding duties.

DUTIES OF OFFICE-BEARERS

- 9.1 The President shall chair all General and Committee meetings. He shall also represent the Society in its dealings with outside persons.
- 9.2 The Vice-President shall assist the President and deputise for him in his absence.
- 9.3 The Secretary shall keep all records, except financial, of the Society and shall be responsible for their correctness. He will keep minutes of all General and Committee meetings. He shall maintain an up-to-date Register of Members at all times.
- 9.4 The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Society and shall keep an account of all monetary transactions and shall be responsible for their correctness. He is authorised to expend up to \$ 200 per month for petty expenses on behalf of the Society. He will not keep more than \$ 200 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 two signatories: any two of the following executive committee members: President, Vice-President, Secretary, Treasurer.
- 9.5 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

- 10.1 Two voting members, not being members of the Committee, shall be elected as Honorary Auditors at alternate Annual General Meeting and will hold office for a term of 2 years only and shall not be re-elected for a consecutive term.
- 10.2 They:
- 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 Society's accounts 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 January to 31st December

TRUSTEES

- 11.1 If the Society 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 Society shall:
- a) Not be more than 4 and not less than 2 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 it on the notice board in the Society'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.
- 11.5 The address of each immovable properties, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

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, whether for stakes or not, is forbidden on the Society's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- 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.
- 13.4 The Society shall not attempt to restrict or interfere with trade or make directly or indirectly any recommendation to, any arrangement with its members which has the purpose or is likely to have the effect of fixing or controlling the price or any discount, allowance or rebate relating to any goods or service which adversely affect consumer interests.
- 13.5 The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 13.6 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.
- 13.7 The Society shall not raise funds from the public for whatever purposes without the prior approval in writing of the Head, Licensing Division, Singapore Police Force and other relevant authorities.

AMENDMENTS TO CONSTITUTION

- 14 No alteration or addition/deletion to this Constitution shall be made 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 sanction of the Registrar of Societies.

INTERPRETATION

- 15 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 their own discretion. The decision of the Committee shall be final unless it is reversed at a General Meeting of members.

DISPUTES

- 16 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.

DISSOLUTION

- 17.1 The Society shall not be dissolved, except with the consent of not less than $\frac{3}{5}$ of the total voting membership of the Society for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose.
- 17.2 In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged, and the remaining funds will be disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.
- 17.3 A Certificate of Dissolution shall be given within seven days of the dissolution to the Registrar of Societies.