

**CONSTITUTION OF SOCIETY FOR THE PROMOTION OF  
ATTENTION DEFICIT HYPERACTIVITY DISORDER  
RESEARCH AND KNOWLEDGE**

**NAME**

1. This Society shall be known as the “Society for the Promotion of Attention Deficit Hyperactivity Disorder Research and Knowledge” hereinafter referred to as the “Society”. The short form of the Society name shall be known as “SPARK”.

**PLACE OF BUSINESS**

2. Its place of business shall be at “75 Sophia Road, Singapore 228156” or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies. The Society shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

**OBJECTS**

- 3.1 Its objects are :
  - a) To create public awareness of Attention Deficit Disorder (ADD) and Attention Deficit Hyperactivity Disorder (ADHD).
  - b) To help children with ADD / ADHD and their parents and families cope with the disorder.
  - c) To promote understanding and research on ADD / ADHD.
  - d) To promote training of expertise on ADD / ADHD therapy.
  - e) To give support to ADD / ADHD adults.
- 3.2 In furtherance of the above objectives, the Society shall :
  - i) Hold lectures, talks, seminars, conferences, workshops and training courses on ADD / ADHD.
  - ii) Publish and disseminate information on ADD / ADHD.
  - iii) Set up a Library for the members.
  - iv) Sponsor research and training for ADD / ADHD.
  - v) Sponsor and initiate projects to address the learning disabilities of ADD / ADHD children.
  - vi) Collaborate with professionals in this field to help ADD / ADHD students.

## **MEMBERSHIP QUALIFICATION AND RIGHTS**

- 4.1 Membership shall be open to any person who subscribes to the Objects of the Society.
- 4.2 Only members who are above 18 years of age shall have the right to vote and to 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 decide on the application for membership.
- 5.3 A copy of the Constitution shall be furnished to every approved member.

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

- 6.1 There shall be no entrance fee payable for all members unless otherwise determined by the members of the Society at an Annual General Meeting.
- 6.2 The annual subscription shall be **\$25** for all members, inclusive of spouse. Members may also sign up for Life membership at \$200 at any time. The annual subscription fee and /or Life membership fee may be revised from time to time as approved by members at an Annual General Meeting.
- 6.3 Annual subscriptions are payable in advance within the first month of the year. If a member falls into arrears with his subscription or other dues, he shall be informed immediately by the Treasurer. If he fails to settle his arrears within four months of their becoming due, the President may order that his name be posted on the Society's notice board and that he be denied the privileges of membership until he settles his account. If he falls into arrears for more than six months, he will automatically cease to be a member.
- 6.4 Any additional funds required for special purposes may only be raised from members with the consent of the General Meeting of the members.
- 6.5 The Society may accept donations from members as well as outside individuals and organisations to fund its operations and projects.

## **SUPREME AUTHORITY AND 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 An Annual General Meeting shall be held in March.
- 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 2 months from receiving this request to convene the Extraordinary General Meeting.
- 7.4 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 10 days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Society's notice board.
- 7.5 At least 2 weeks' notice shall be given of an Annual General Meeting and at least 10 days' notice of an Extraordinary General Meeting. Notice of meeting stating the date, time and place of meeting together with the agenda shall be sent by the Secretary to all voting members. The particulars of the agenda shall be posted on the Society's notice board 4 days in advance of the meeting.
- 7.6 Unless otherwise stated in this Constitution, voting by proxy is allowed at all General Meetings.
- 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 Constitution rules.

### **MANAGEMENT AND COMMITTEE**

- 8.1 The administration of the Society shall be entrusted to an Executive Committee consisting of the following to be elected at each Annual General Meeting:

A President

A Vice-President

A Secretary

A Treasurer

Five Ordinary Committee Members (and such additional number of Ordinary Committee Members as may be elected at an Annual General Meeting)

- 8.2 Names for the above offices to be elected 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 posts or other posts in the Committee for unlimited terms of office. The term of office of the Committee is one year. The office bearer of the Treasurer post may not hold that same post for more than two consecutive terms of office. He/She can however, stand for election to different posts in the Committee for subsequent terms of office.
- 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.
- 8.4 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 \_ of the Committee Members must be present for its proceedings to be valid.
- 8.5 Any member of the Committee absenting himself from three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee. In the event of an office being vacant, the Committee may co-opt or appoint another voting member of the Society to serve until the next Annual General Meeting. Any change in the Committee shall be notified to the Registrar of Societies within four weeks of the change.
- 8.6 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.

- 8.7 The Committee has power to authorise the expenditure of a sum not exceeding \$10,000.00 per month from the Society's funds for the Society's purposes.

### **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 \$5,000.00 per month for petty expenses on behalf of the Society. He will not keep more than \$1,000.00 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 and either the President or the Vice-President or the Secretary.
- 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 each 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 1<sup>st</sup> January to 31<sup>st</sup> 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 Visitors and guests may be admitted into the premises of the Society but they shall not be admitted into the privileges of the Society. All visitors and guests shall abide by the Society's rules and regulations.

## **PROHIBITIONS**

- 13.1 Gambling of any kind, excluding the promotion or conduct of a private lottery, which has been permitted under the Private Lotteries Act Cap 250, is forbidden on the Society's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- 13.2 The funds of the Society shall not be used to pay the fines of members who have been convicted in court of law.
- 13.3 The Society shall not engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.
- 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.

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