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CONSTITUTION OF ACCESS SOLUTION INDUSTRY ASSOCIATION

NAME

- 1 This Association shall be known as the “Access Solution Industry Association”, hereinafter referred to as the “Association”.

PLACE OF BUSINESS

- 2 Its place of business shall be at “No 68 Woodlands Industrial Park E9 Singapore 757835” or such other address as may subsequently be decided upon by the Executive Council and approved by the Registrar of Societies. The Association 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 promote the use of safe and quality access solution and working at height;
 - b) To facilitate the exchange of information on access solution among industries and relevant organisations;
 - c) To facilitate the research and advancement of access solution technology, and to disseminate this information to all stakeholders;
 - d) To conduct or participate in meetings, forums, seminars, conferences, exhibitions and courses that promote the safe use of various access solutions and enhance the competencies of those involved in trades relating to access solution;
 - e) To facilitate the setting of standards for quality, productivity and competencies for access solution technology;
 - f) To compile, disseminate and promote best practices for access solution and
 - g) To engage all stakeholders relating to access solutions including and not limited to mobile elevating work platform (MEWP), mast climbing work platform (MCWP), industrial rope access (IRA), training centres, equipment suppliers and manufacturers, formwork applicators, consultancy, events management, tentage and facility management.

- 3.2 In furtherance of the above objects, the Association may carry out relevant activities and programmes to achieve its desired objectives, with the approval of relevant authorities where necessary.

MEMBERSHIP QUALIFICATION AND RIGHTS

- 4.1 There shall be two (2) main classes of membership, namely Corporate and Associate Members. All members must be committed to Occupational Safety and Health (OSH), quality and continual training.
- 1) Corporate Members
 - a) Incorporated in Singapore
 - b) Involved in trades related to access solutions and not limited to scaffolding, mobile elevating work platform (MEWP), mast climbing work platform (MCWP), industrial rope access (IRA), training centers, equipment suppliers and manufacturers, formwork applicators, consultancy, events management, tentage and facility management.

 - 2) Associate Members
 - i) Corporate Members
 - a) Incorporated company (local or overseas)
 - b) Have interest in access solution

 - ii) Individual Members
 - a) At least 18 years of age
 - b) Have interest in access solution

Honorary Members

Honorary Members shall be distinguished and eminent persons whose membership shall, in the opinion of the Executive Council, add prestige to or advance the interest of the Association. Honorary members shall only be conferred by the Executive Council.

- 4.2 Only corporate members shall have the right to vote and to hold office in the Executive Council.

APPLICATION FOR MEMBERSHIP

- 5.1 A person wishing to join the Association should submit his particulars to the Secretariat on a prescribed form.
- 5.2 The Executive Council will decide on the application for membership.
- 5.3 A copy of the Constitution and Code of Conduct shall be furnished to every member.

ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

- 6.1 An entrance fee shall be payable for corporate members at S\$200.00 and individual members at S\$100.00.
- 6.2 Annual subscriptions are payable as follows:
Corporate Members
Membership fees – S\$500.00
- Associate Members
a) Corporate – S\$250.00
b) Individual – S\$75.00
- 6.3 Annual subscriptions are payable in advance. If a member falls into arrears with his subscription or other dues, he shall be informed immediately by the Secretariat. If he fails to settle his arrears for more than three (03) months, he will automatically cease to be a member and the Executive Council may take legal action against him provided that they are satisfied that he has received due notice of his debts.
- 6.4 The Association may collect fees for services rendered and may collect donations.
- 6.5 Any additional fund required for special purposes may only be raised from members with the consent of the General Meeting of the members.
- 6.6 The income and property of the Association whensoever derived shall be applied towards the promotion of the objects of the Association as set forth in the 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 Association or to any of them or to any person claiming through any of them.

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 between the months of April to June.
- 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 and may be called at any time by order of the Executive Council. The notice in writing shall be given to the Secretariat setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within two months from receiving request to convene the Extraordinary General Meeting.
- 7.4 If the Executive Council does not within two months after the date of 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 given ten days' notice to voting members setting forth the business to be transacted.

- 7.5 At least two weeks' notice shall be given of an Annual General Meeting and at least ten 10 days' notice of an Extraordinary Meeting. Notice of meeting stating the date, time and place of meeting shall be sent by the Secretariat to all voting members by mail to their last known address and/or electronic mail.
- 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 Executive Council.
 - 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 Secretariat one week before the meeting is due to be held.
- 7.9 At least 25% of the total voting membership present at a General Meeting shall form a quorum. In counting of total voting membership, the proxy regardless the number of companies representing shall be counted as one.
- 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 part of the existing Constitution.
- 7.11 To be eligible for voting into the Executive Council, the member must be an existing member for a minimum of three consecutive full years (36 months) in good standing.

MANAGEMENT AND EXECUTIVE COUNCIL

- 8.1 The administration of the Association shall be entrusted to be an Executive Council consisting of the following to be elected at alternate Annual General Meeting :
- i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Assistant Secretary
 - v. Treasurer
 - vi. Assistant Treasurer
 - vii. 3 – 7 Ordinary Council Members
- 8.2
- i. Names for the above offices shall be nominated through the consent form prior to the General Meeting.
 - ii. All nominations and Letters of Acceptance / Rejection have to be in writing and reach the Secretariat by the specific cut-off date listed on the Notice of Meeting.
 - iii. If there is only one eligible nominee for a particular position, it will be a walk over and no voting is required for that position during the General Meeting.
 - iv. Election will follow on a simple majority vote of the members (refer 8.3)

- v. All office-bearers except the Treasurer and Assistant Treasurer, may be re-elected to the same or related post for a consecutive term of office.
 - vi. The term of office of the Executive Council is two years.
- 8.3 Election may be either by show of hands or, subject to the agreement of the majority of the voting members present, by a secret vote. In the event of a tie, then a re-vote shall be taken and if it still results in a tie, a lot shall be drawn to determine.
 - 8.4 An Executive Council Meeting shall be held at least once every month after giving seven days' notice to Executive Council Members. The President may call an Executive Council Meeting at any time by giving five days' notice. At least half of the Executive Council Members must be present for its proceedings to be valid.
 - 8.5 Any member of the Executive Council with absence of three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Executive Council and a successor may be co-opted by the Executive Council to serve until the next Annual General Meeting. Any changes in the Executive Council shall be notified to the Registrar of Societies within two weeks of the change.
 - 8.6 The Executive Council 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 For managing the Association, the Executive Council has power to authorise the expenditure of a sum not exceeding S\$50,000.00 per month from the Association's funds. However, for expenditure exceeding S\$50,000.00, an Executive Council Meeting must be convened with more than 50% of the Executive Council giving the approval of the expenditure.
 - 8.8 The Executive Council shall have the right to co-op individual members into the sub-committees, but the co-op individual members shall not have the rights to vote.
 - 8.9 The Executive Council shall have the right to qualify and co-op corporate members into Ordinary Council Members with voting rights. The maximum number to co-op is up to four, and preferably from different access solution trades.

DUTIES OF OFFICE-BEARERS

- 9.1 The President shall chair all General and Executive Council meetings. He shall also represent the Association in its dealings with external parties.
- 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 Association and shall be responsible for their correctness. He will keep minutes of all General and Executive Council meetings. He shall maintain an up-to-date Register of Members at all times.

- 9.4 The Assistant Secretary shall assist the Secretary and deputise for him in his absence.
- 9.5 The Treasurer shall keep, collect and disburse all funds on behalf of the Association and shall keep an account of all monetary transactions and shall be responsible for their correctness. He is authorised to expend up to \$200.00 per month for petty expenses on behalf of the Association.
- 9.6 Any withdrawals from the bank will be signed by two signatories, one from each of the following category :
- Cat A: President / Vice-President
Cat B: Secretary / Asst. Secretary / Treasurer / Assistant Treasurer
- 9.7 The Assistant Treasurer shall assist the Treasurer and deputise for him in his absence.
- 9.8 Ordinary Council Members shall assist in the general administration of the Association and perform duties assigned by the Executive Council from time to time.

AUDIT AND FINANCIAL YEAR

- 10.1 Two voting members, not being members of the Executive Council, shall be elected as Honorary Auditors at each Annual General Meeting and will hold office for a term of one year only and shall not be re-elected for a consecutive term.
- 10.2 They :
- a) Will be required to audit each year's accounts.
 - b) May be required by the President to audit the Association's accounts for any period within their tenure of office at any date and make a report to the Executive Council.
- 10.3 The financial year shall be from 1st January to 31st December.

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 four 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 submitted to the Secretariat at least 2 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 property, 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 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.

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 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 a 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 force in Singapore.
- 13.4 The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 13.5 The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its Executive Council or members unless with the prior approval of the relevant authorities.
- 13.6 The Association shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities, where necessary.

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 Executive Council shall have power to use its own discretion. The decision of the Executive Council 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 Association shall not be dissolved, except with the consent of minimum 80% of the Executive Council and minimum 70% of the total voting members of the Association 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 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 disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.

- End -