



CONSTITUTIONS & BY-LAWS (10 MAY 2018 EDITION)

NAME

1. This Association shall be known as the “Singapore Electrical Contractors and Licensed Electrical Workers Association”, and shall also have an official acronym namely - < “SECA”>. SECA shall have the following logo as the official symbol of the Association:



The Rationales of the above Logo beside “SECA” are:

- The standard wiring colours used in Singapore.
- Brown for Live. Blue for Neutral. Green-Yellow for Earth.

PLACE OF BUSINESS

2. Its place of business shall be at 12A Waringin Park, Singapore 416326.

OBJECTIVES

3. Its objectives are:
 - To advance the interest of its members by providing a communication channel with relevant authorities and trade institutions.
 - To update members with information from government authorities and the building industry.
 - To foster better relationships among members and trade associates by organizing activities such as annual Golf Tournaments and Network gatherings, learned society discussions and seminars, and the like thereof.
 - To provide skills enhancement opportunities for its members.

MEMBERSHIP

4. Membership is open to all electrical contractors, trading companies in related businesses, individuals who are working in electrical trades, licensed electrical workers, and full time students studying in a relevant discipline.

There are no restrictions with regards to sex, race and religion. There shall be no restriction to the number of members in the Association.

5. There are three categories of membership, Corporate Membership, Individual Membership and Student Membership. Only Corporate and Individual Members shall have the right to vote and hold office. Any individual or company who wishes to join the Association should submit their application form to the Secretary General giving full details as requested by the Association. The details shall include the following:

CONSTITUTIONS & BY-LAWS (10 MAY 2018 EDITION)

- For a company joining the Association as Corporate Member (an Electrical Contractor or a Trading Company), their company registration number with the Registrar of Companies & Businesses or the Building & Construction Authority, as well as the full details of their representative. The Representative of Corporate Members shall have the right to vote and to hold office.
- For a Licensed Electrical Worker joining as an Individual Member, their registration number with the Energy Market Authority, and other relevant details as requested. Individual Members shall have the right to vote and to hold office.
- For an Electrical Trade Individual joining as Individual Member a letter from his employer stating his appointment for the same and other relevant details as requested. Individual Members joining under this category shall also have the right to vote and to hold office.
- Both the representatives of Corporate Members and Individual Members must reach the legal age of 21 years old.
- For a Full Time or Part Time Student in a relevant discipline joining as a Student Member, a letter from his educational institution supporting their enrolment in their course, and other relevant details as requested. A Student Member would normally be above 16 years old, however, any individual who is below 16 years but above 12 years old may also apply if he is studying in the related discipline and fulfils the criteria above.
- Student Members shall not have the right to vote and to hold office unless he turns 21 years old and converted his membership into Individual Member.

A new member application must be proposed by the Secretary General in a Council Meeting, and be approved by President. A copy of the Rules and Regulations of the Association shall be provided to every approved applicant who has paid his entrance fee.

Persons who are below 18 years of age shall not be accepted as members without the written consent of their parent or guardian.

ENTRANCE FEES, SUBSCRIPTIONS & OTHER DUES

6. An entrance fee of S\$100 is payable on application for membership. The entrance fee for Student members is waived.
7. The membership term shall commence from 1st January of each year and expires on 31st December of the same year. Annual subscription fee shall be payable in full regardless whether the member was admitted at a different time of the year. The schedule of annual subscription fees is as follows:

Corporate Member: S\$180 per annum.
Individual Member: S\$90 per annum.
Student Member: S\$30 per annum.

The Association shall send notices pertaining to the renewal of memberships to all of its members in December each year or before the subsequent Annual General Meeting.

CONSTITUTIONS & BY-LAWS (10 MAY 2018 EDITION)

8. If a member falls into arrears with his subscription fee or other reimbursable due he shall be informed immediately by the Honorary Treasurer. If he fails to settle his arrears within 6 weeks after they become due, the President may order that his name be posted on the Association's register and that he be denied the privileges of membership until he settles his account. The Association shall send notice to the said member at the same time to remind him of his arrears. Should he fail to settle the outstanding fees after 4 months, he will automatically cease to be a member unless otherwise reinstated by the Council in a meeting.
9. The rate of annual subscription fees may only be revised by consensus at a general meeting of the members. Any special subscription fees for particular purposes may only be raised from members with the consent at the general meeting of the members.

MANAGEMENT, GENERAL MEETINGS

10. The supreme authority of the Association is vested in a General Meeting of the members. At least one quarter of the total membership of the Association must be present at a general meeting for its proceedings to be valid. The administration of the Association shall be entrusted to the Committee.
11. An annual general meeting will be held in March or April each year. At other times a general meeting must be called by the President on the request in writing of 20 or more members, or be called at any time by order of the Committee.
12. At least two weeks' notice shall be given for an annual general meeting and at least ten days' notice of any other general meeting. Particulars of a meeting agenda will be posted on the Association's notice board four days in advance of the meeting. The following points will be considered at the annual general meeting:
 1. The previous year's account and report of the Committee;
 2. The election of office-bearers in every alternate annual general meeting.

Any member who wishes to place an item on the agenda of a general meeting may do so provided that they give notice to the Secretary General one week before the meeting is scheduled to be held.

13. In the event of there being no quorum, the meeting shall be adjourned to the same day in the following week at a place and time to be appointed, and should the number then present be insufficient to form a quorum, those present shall be considered a quorum. No alteration, amendment or addition to any of the existing rules shall be allowed, unless one quarter of the total ordinary members are present at the said meeting.

MANAGEMENT COMMITTEE

14. The Committee shall consist of 17 members and 5 reserve members. The term of office of the elected committee members shall be two years. The following officers shall be elected at each biennial general meeting:

CONSTITUTIONS & BY-LAWS (10 MAY 2018 EDITION)

- 1 President
- 1 Vice President (Public Affairs)
- 1 Vice President (Technical)
- 1 Secretary General
- 1 Honorary Treasurer
- 1 Assistant Secretary General
- 1 Assistant Honorary Treasurer
- 10 Committee Members
- 5 Reserve Members

The Committee shall reserve the right to nominate a member as the Life President based on his long outstanding service, contributions and merits towards the Association. Such nomination should be validated at a General Meeting. The Life President shall sit in all Committee meetings. However, he shall not have the right to vote in the Committee.

15. Names for the above officers shall be proposed and seconded at the biennial general meeting and election shall follow with a simple majority vote of the members. All officers may be re-elected to the same or a related post for a consecutive term of office.
16. A committee meeting shall be held at least once every two months after 7 days notice to committee members. The President may call a committee meeting at any time by giving 3 days notice. At least one half of the committee members must be present for its proceedings to be valid.
17. The duty of the Committee is to organise and supervise the daily activities of the Association and to make decisions on matters affecting its routine operation. It may not act contrary to the expressed wishes of the general meeting without prior reference to it, and always remains subordinate to the previous general meetings.
18. The Committee has power to authorise the expenditure of a sum not exceeding S\$4,000 per month from the Association's funds for the Association's purpose.

Recoverable event expenses such as those for Networking Golf Tournaments are not categorised under monthly expenses as such single expenditure normally exceeds the monthly limit of \$4,000. The Committee may organise any single activity that may cost more than \$4,000 by self-funding the same through charging the attendees or other means of cost recovery. Unless otherwise agreed by the General Body in an Annual General Meeting or Extra Ordinary Meeting to expense under general fund, no activity that costs more than \$4,000 shall be expensed using the general fund.

Education Fund Policy

1. SECA will have an Education Fund to support the students in Electrical Engineering related in ITE, Poly and University.
2. The Fund is for SECA to reach-out to the Education Institutions and in particular the students in Electrical Engineering and for the purpose of book award, bursary to assist the needed students.
3. The Fund shall have a separate bank account with fund transferred out from SECA Main Bank Account. SECA will maintain S\$30,000 in this Fund annually and subjected any revision only to be approved in Annual General Meeting or Extra Ordinary General Meetings.

CONSTITUTIONS & BY-LAWS (10 MAY 2018 EDITION)

4. The Education Fund Chairman shall be appointed by Management Council among Council Members or Office Bearers in Council Meeting.
5. The authorized signatories for the Bank Account for Education Fund shall be the Appointed Fund Chairman and SECA Treasurer. Both signatories shall be responsible to the Management Council for the accountability of the expenditures of the Fund and the top-up of the same from the common Association when the fund fall before the predetermined amount of Thirty Thousand Dollars (\$30,000).
6. All proposals for the use of the Education Fund shall be tabled in Council Meetings and endorsed by the Management Council and minute down in Minutes of Meeting.
7. The President and Secretary General shall sign on the Fund Disposal Form before cheques are issued and signed by Education Fund Chairman and the Honorary Treasurer.

OFFICE-BEARERS

19. The duties of the office bearers are as follows:
 - a) The President shall act as chairman at all general and committee meetings. He shall also represent the Association in its dealings with outside persons, relevant authorities and organisations.
 - b) Both the Vice-Presidents (Public Affairs or Technical) shall assist the President and deputise for him in his absence.
 - c) The Secretary General shall keep all other records, except financial reports of the Association and shall be responsible for their accuracy. He shall keep minutes of all general and committee meetings.
 - d) The role of the Assistant Secretary General is to assist the Secretary General in discharging his duties.
 - e) The Honorary Treasurer shall keep all funds, collect and disburse all monies on behalf of the Association, shall keep an account of all monetary transactions, and shall be responsible for their accuracy. He is authorised to expend up to S\$200 per month for petty expenses on behalf of the Association. He will not keep more than S\$300 in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee. All transactions for withdrawals from the bank shall be counter-signed by the President or Secretary General in addition to the Treasurer.
 - f) The role of the Assistant Honorary Treasurer is to assist the Honorary Treasurer in discharging his duties.
 - g) Any Committee member who is absent from three meetings consecutively without satisfactory explanation 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.

AUDIT

20. Two members not sitting in the Committee shall be elected as Honorary Auditor and Assistant Honorary Auditor at each alternate annual general meeting. Each member shall hold office for one year as Honorary Auditor or Assistant Honorary Auditor and alternate in the second year depending on the role they played in the first year. They may not be re-elected unless no other members are proposed. They shall be required to audit each year's accounts and present a report to the annual general meeting. They 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 Committee.

CONSTITUTIONS & BY-LAWS (10 MAY 2018 EDITION)

TRUSTEES

21. If the Association at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust. Any trustee may at any time resign his trusteeship.

If the trustee dies, becomes a lunatic or of unsound mind, moves permanently, or is absent from the Republic of Singapore for a period of one year, he shall be deemed to have resigned his trusteeship.

If the trustee is guilty of misconduct of such a kind that it would be undesirable that he continues as a trustee, a General Meeting may remove him from his trusteeship. Vacancies in the trusteeship may be filled at a General Meeting but the number shall not be greater than five or less than two.

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 affixing in the premises of the Association a document containing such proposal at least two weeks before the meeting at which the proposal is to be discussed. The result of such a meeting shall then be notified to the Registrar of Societies.

VISITORS AND GUESTS

22. Residents in Singapore may be admitted into the premises of the Association but they shall not be admitted to the privileges of the Association nor shall they be admitted into the premises more than six times in any year. These visits are to be confined to not more than once in 14 days.

A visitor's book shall be kept in which shall be entered the names of all visitors and guests, together with the signatures of the members nominating them, and the dates of their visits. No person shall be admitted as a visitor or guest unless their name has been entered in this book.

PROHIBITIONS

23. a) Gambling of any kind excluding the promotion or conduct of a private lottery which has been permitted under the Private Lottery 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.
- b) The funds of the Association shall not be used to pay the fines of members who have been convicted in court of law.
- c) 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.
- d) The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office-bearers, Committee or members.
- e) The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- f) 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.

CONSTITUTIONS & BY-LAWS (10 MAY 2018 EDITION)

AMENDMENTS TO RULES

24. The Association shall not amend its Constitution without the prior approval in writing of the Registrar of Societies. No alteration or addition/deletion to this Constitution shall be passed except at a general meeting and with the consent of two-thirds (2/3) of the voting members present at the General Meeting.

INTERPRETATION

25. In the event of any question or matter arising out of any point, which is not expressly provided for in the rules, 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

26. 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

27. a) The Association shall not be dissolved, except with the consent of not less than three-fifths (3/5) of the total voting membership 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.
- b) In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged and the remaining funds will be donated to any association approved by members at the General Meeting.
- c) Notice of dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.