



## **German Association - Deutsches Haus**

(A Registered Society • ROS 0094/1955 • Date of Registration: 08/11/1961)  
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### **ARTICLE I -NAME**

**NAME:** The name of the Association shall be "German Association-Deutsches Haus."

### **ARTICLE II -OBJECTS**

**OBJECTS:** The objects of the Association shall be to strengthen the spirit of community among the Germans in Singapore and with their country and to cultivate friendship and understanding between the Germans and other inhabitants of Singapore.

### **ARTICLE III -PLACE OF BUSINESS**

**ADDRESS:** The place of business of the Association shall be 61A Toh Tuck Road Singapore 596300, or such other address as may be subsequently be decided upon by the Committee and approved by the Registrar of Societies.

### **ARTICLE IV -RULES**

**RULES:** The Rules of the Association shall be as set out in Articles V to XIII below.

### **ARTICLE V - MEMBERSHIP**

- 1a) **MEMBERS:** Membership in the Association shall comprise: Active Members, Family Members, Guest Members, Corporate Members, Out-Station Members and Honorary Members.
- b) Active Membership in the Association may be granted to any resident of Singapore who is 21 years of age or over. Active members are entitled to all the privileges of the Association. They shall be entitled to vote in General Meetings. They shall be entitled to elect the Committee and may themselves be elected Members of the Committee.
- c) Outstation Membership in the Association may be granted to persons not residing in Singapore. They may attend General Meetings and make suggestions therein.
- d) Family Membership in the Association is open to any Active or Honorary Member's spouse who is not eligible for Active Membership and to any children below 21 years of age of an Active or Honorary Member. Spouses admitted under this rule are expected to apply for full Active Membership upon acquiring eligibility.
- e) Corporate Membership in the Association may be granted to any company operating in Singapore. Staff members and directors of such companies may become Active Members of the Association.

- f) Honorary Members of the Association may be nominated by the Committee in the name of the Association in recognition of special merit or of service to the Association or ratification at the next following General Meeting by simple majority of those present and voting. The Ambassador of the Federal Republic of Germany in Singapore acquires Honorary Membership by right of office. Honorary Members are not required to pay entrance fees and subscriptions.
  - g) Guest Membership in the Association is open to German Nationals who are resident in Singapore for a period not exceeding six months in any one year; such periods not to be consecutive. Members of accredited German Associations overseas may be granted Guest Membership on a reciprocal basis.
- 2) Every application for membership other than for Corporate Membership shall be made in writing by the applicant and duly sponsored by an Active Member of not less than one year's standing. Every application for Corporate Membership shall be made in writing on behalf of the company by a person properly authorized to do so. All applications shall give such relevant information as the Committee may from time to time reasonably require. Applicants shall be admitted to membership only pursuant to the unanimous decision of Members of the Committee present and voting at the Committee Meeting convened for the purpose of considering such applications. Notice of every application for membership shall be posted for a period of not less than two weeks at the premises of the Association in order to allow Members of the Association to communicate with the Committee their opinion as to the desirability or otherwise of the admission of the applicant. The Committee shall in due course inform the applicant of the result of the application. The Committee may reject any application without assigning any reason for so doing. The Committee, at its discretion on a case by case basis, may allow the use of the facilities of the Association to applicants prior to their election to membership on such terms as it may decide.
  - 3) Entrance Fees, deposits and monthly subscriptions shall be at levels to be decided by the Committee and duly promulgated in the Bye-Laws. In exceptional cases and on special grounds the Committee may waive or reduce the entrance fee and/or the monthly subscription. Any such concession or reduction may be withdrawn by the Committee at any time without assigning any reason for so doing.
  - 4) Outstation Members, Family Members, Corporate Members, Guest Members, Honorary Members and their spouses shall enjoy all privileges of the Association except to vote, and to be elected into the Committee.
  - 5) Membership shall be terminated automatically in the event of resignation duly notified in writing to the Committee or of death of an individual or of dissolution for whatever reason of a company. The Committee by unanimous decision may expel by proper written notice and with immediate effect any Member whose conduct is deemed to be injurious or prejudicial to the interests of the Association or for non-payment of monthly accounts despite repeated demands having been made. Following termination of membership for whatever reason, all outstanding accounts shall become immediately due and payable.
  - 6) All Members shall keep the Secretary informed as to their business addresses and private addresses and as to all changes therein. Any notice required by these Articles or by the Bye-Laws to be given to a Member may be sent by prepaid letter to either of the addresses last known to the Secretary and shall be deemed to have been given on the day when such a letter was posted.

## ARTICLE VI -MANAGEMENT, COMMITTEE

THE COMMITTEE shall be responsible for the management of the affairs of the Association.

- 1) The Committee shall consist of:
  - a) The President.
  - b) The Vice-president.
  - c) The Secretary.
  - d) The Treasurer.
  - e) Not less than one or more than four other Members.
- 2) The Committee shall be elected annually at an Ordinary General Meeting by ballot with simple majority or by acclamation. Only Active Members of German nationality may hold the office of President, Vice-President, Secretary or Treasurer. All the Committee members shall be eligible for re-election with the exception of the Treasurer who may only be re-elected to the same position three times.
- 3) Without reference to a General Meeting the Committee shall have the power to fill any office which may become vacant during its term of office and to co-opt any Member eligible to act in the place of any absent office bearer during the latter's period of absence.
- 4) The Committee shall meet at least once every month. The President and/or the Vice-President, the Secretary and/or the Treasurer and such other Members of the committee as may be required to make the numbers of those present to be not less than four shall form a quorum of the Committee. In the event of an equality of votes at any meeting, the Chairman of the meeting shall have a second or casting vote. Written resolutions will be deemed to have been adopted following the inscription thereon of the signature of such Committee Members as would otherwise constitute a quorum and decisions of the President or Vice-President in matters of urgency may similarly be ratified.
- 5) The Members of the Committee, during their presence individually or collectively, shall be responsible for keeping order and discipline on the premises of the Association and shall exercise authority on behalf of the Membership to that end.
- 6) The President shall represent the Association externally. He shall preside at all meetings of the Association and of its Committee.  
The Vice-president shall assist the President in his duties and shall act on his behalf, as may be necessary.  
The Secretary shall be responsible for all correspondence, for the preparation of the reports for the General Meetings, and shall keep the Minutes of all meetings and an up to date register of members.  
The Treasurer shall attend to all matters relating to the accounts, the collection of subscriptions, fees and other charges, the engagement of employees and the payment of their wages, and all similar transactions. He shall prepare the annual accounts for the General Meeting and obtain the certification thereof by the Auditors.
- 7) The Committee shall regulate the distribution of its other duties: it may appoint any one or more of its members to form a sub-committee or sub-committees and may co-opt Members to serve on sub-committees and may delegate to any such sub-committee such duties or powers as it shall deem expedient.

- 8) **TRUSTEES:** 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 a trustee dies or becomes a lunatic or of unsound mind or 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 a trustee is guilty of misconduct of such kind as to render it 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 four nor less than two. The elected trustees shall not be a member of the Committee. Notice of any proposal to remove a trustee from his trusteeship 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". The Registrar of Societies shall be notified of the address of the Association's immovable property, names of its trustees and subsequent changes.
- 9) **AUDITORS:** Two Active Members, not members of the Committee, shall be elected annually to act as Auditors, and will hold office for one year only and shall not be re-elected.

#### **ARTICLE VII -MANAGEMENT, GENERAL MEETINGS**

The General Meeting shall be the supreme decision making and executive authority of the Association and shall bear commensurate liability and responsibility.

- 1) **THE ANNUAL GENERAL MEETING** shall be held in the first quarter of each year at such time and upon such date as maybe decided by the Committee for the purpose of:
- a) approving the Annual General Reports and Annual Accounts and ratifying amendments to Bye-Laws,
  - b) electing the Committee for the ensuing year,
  - c) the election of Auditors.
- 2) Active Members may attend and vote either in person or by proxy. Proxies shall be appointed in writing, such instrument of proxy to be signed by the Active Member appointing and delivered to the Secretary before the commencement of the meeting. A proxy may only represent one Active Member at a time. Only Active Members shall be eligible to be appointed as proxies. All such appointments, unless expressly limited, shall be deemed to be in respect of the next following General Meeting and any adjournments thereof only.
- 3) Extraordinary General Meetings may be called at any time by the Committee. The Committee shall be bound to call an Extraordinary General Meeting on written requisition signed by at least one tenth, but not less than 8 (eight) of the Active Members currently resident in Singapore.
- 4) Notice of and an agenda for any General Meeting shall be given and circulated to all Active, Outstation, Corporate and Honorary Members at least two weeks before the date thereof together with the Minutes of the last General Meeting. Annual Reports and Accounts shall be similarly circulated before the Annual General Meeting.

- 5a) Quorum for any General Meeting shall be at least one eighth of the Active Members then residing in Singapore present in person or by proxy. In the event of there being no quorum present, the meeting shall be adjourned to the same day in the following week, and the Active Members then present in person or by proxy shall be considered a quorum notwithstanding the above general rule but such a meeting shall have no authority to amend the Articles of the Association.
- b) Every motion put to a vote at any General Meeting shall be decided by a simple majority of the votes cast save where by these rules any other majority is required, and shall then be binding on all members. Voting shall generally be by show of hands but any Member may then demand a recount inclusive of the votes of all Members present by proxy. Voting shall be by ballot upon any question which any six or more Members present in person or by proxy require to be so decided. The Chairman shall have a casting vote.
- c) The Members present at any General Meeting shall enter their names and the names of Members on whose behalf they attend as proxies in an attendance list.
- d) Election of the Committee at General Meetings shall be presided over by an Electoral Chairman who shall be an Active Member elected at the Meeting by simple majority of the votes cast or by acclamation and who upon assumption of such office shall become disqualified from himself holding any office in the new Committee. The Electoral Chairman may appoint such assistants as he may require.
- e) Members who wish to place further items on the Agenda shall advise the Honorary Secretary accordingly forty eight hours prior to the Meeting.

#### **ARTICLE VIII -AMENDMENTS TO CONSTITUTION**

The Articles of the Association may only be amended at a General Meeting and any such motion shall require a two-third majority of the votes cast. Motion for such amendment shall be circulated to all members not less than one week prior to the General Meeting. No such resolution shall come into force without the prior sanction of the Registrar of Societies.

#### **ARTICLE IX -BYE-LAWS**

BYE-LAWS shall be amended by the Committee as and when the Committee considers it necessary. Such amendment shall be of immediate effect upon posting at the premises of the Association and shall be submitted to the next General Meeting for ratification. Any amendment of the Bye-Laws must be circulated to all Members within one week of posting. Where any such Bye-Law amendment fails to obtain ratification it shall be deemed to have been rescinded. The Committee may at any time by resolution promulgate administrative orders for the proper regulation of the use of the facilities of the Association and for matters concerning staff of the Association.

#### **ARTICLE X -INTRODUCTION OF GUESTS**

GUESTS may be introduced by Active Members. A Member introducing a guest shall enter the names of such guests and his own name and signature in the Guest Book of the Association on each day upon which such a guest makes use of the Association's facilities. Any Member introducing a guest shall be responsible for the observance by such a guest of the Rules, Bye-Laws and administrative orders of the Association. On special occasions the Committee may require guests through their introducers to make such financial

contribution as the Committee shall determine. No Member shall at any time introduce any person as a guest who has been expelled from membership of the Association or whose application for admission to membership has been rejected. The Committee shall have the power to control or restrict the introduction of guests.

#### **ARTICLE XI -PROHIBITION**

- 1) Gambling of any kind is forbidden on the Association's premises. The introduction of material for gambling or drug taking and of bad characters into the premises is prohibited.
- 2) The funds of the Association shall not be used to pay the fines of Members who have been convicted in court.
- 3) The Association 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.
- 4) The Association shall not hold any lotteries, whether confined to its members or not, in the name of the Association or its office bearers, Committee or Members.
- 5) The Association shall not indulge in any political activity or allow its funds and/or premises to be used for a political purpose.
- 6) The Association shall not raise funds from the public for whatever purpose without the prior approval in writing of the Registrar of Societies and other relevant authorities.

#### **ARTICLE XII -FINANCIAL YEAR**

The Financial and Business Year of the Association shall be the calendar year.

#### **ARTICLE XIII -DISSOLUTION**

DISSOLUTION of the Association shall only be possible with the consent of not less than three fifths of the Active Members of the Association expressed either in person or by proxy at a General Meeting convened for the purpose, or by postal vote.

The meeting at which the decision shall be taken to dissolve the Association shall also fix the date of the dissolution. After the liabilities of the Association shall have been discharged, the remaining assets (if any) shall be realized and divided among the Active members in proportion to the duration of their respective membership, or donated to a charitable organisation as decided by members.

Notice of the dissolution shall be given to the Registrar of Societies within one week of the dissolution.

#### **ARTICLE XIV -INTERPRETATION**

In the event of any questions or matter arising out of any point which is not expertly provided for in the articles, the Committee shall have power to use their own discretion.

(Date of submission/last updated as per Registry of Societies: XX-XX-2010)