

**CONSTITUTION
THE SINGAPORE ASSOCIATION FOR THE DEAF**

MISSION:

To champion inclusion and accessibility, and to empower the Deaf, Deafblind and Hard-of-hearing to have a good quality of life through education, accessibility, hearing health and community service.

RULE 1 NAME AND PLACE OF BUSINESS

- (a) The name of the Association shall be **‘THE SINGAPORE ASSOCIATION FOR THE DEAF’** (hereinafter referred to as **‘the Association’**).
- (b) The registered place of business of the Association shall be at No. 227, Mountbatten Road, Singapore 397998 or at such other place in the Republic of Singapore as may be determined by the Executive Council from time to time and approved by the Registrar of Societies.

RULE 2 OBJECTIVES OF THE ASSOCIATION

The objectives of the Association shall be:

- (a) to promote inclusion and accessibility and manage all aspects of the welfare of the Deaf, Deafblind and Hard-of-hearing, (hereinafter referred to as the “deaf”¹) in Singapore;
- (b) to develop, provide and maintain welfare, educational and training services to support the deaf in Singapore;
- (c) to advocate for and facilitate the full participation of the deaf community in our society;
- (d) In furtherance of the above objects but not otherwise, and provided that nothing is done for commercial reasons or solely for profit, the Association may exercise the following powers:
 - (i) receive gifts in property or in kind, whether subject to any special trust or not, for any one or more of the objectives of the Association;
 - (ii) raise funds in aid of the deaf in such manner as the Association may think fit, including the sale of hearing aids, accessories or other things;
 - (iii) publish any newspapers, periodicals, books, articles, advertisements in print or other appropriate medium that the Association may think desirable for the promotion of its objectives and such other materials;
 - (iv) establish, support and aid in the setting up of any other entity formed for or any part of the objectives of the Association;

¹ Capitalised Deaf refers to persons who identify culturally as Deaf, and whose preferred language is typically sign language. Small deaf refers collectively to the Deaf and Hard-of-hearing.

**CONSTITUTION
THE SINGAPORE ASSOCIATION FOR THE DEAF**

- (v) purchase, develop, maintain, lease or otherwise acquire land or buildings of whatever kind or any interest in the same and to sell, convey, assign, mortgage, pledge or otherwise dispose of any land or buildings for the purpose of the Association.

RULE 3 INTERPRETATION

The Executive Council shall be the sole authority for the interpretation of the rules made hereunder. In the event of any question or matter arising out of any point which is not expressly provided for in these rules the Executive Council shall have the power to decide on such matters.

RULE 4 MEMBERSHIP

- (a) Subject to the sub-sections in Rule 4, membership shall be open for application to individuals and business entities who signify their general agreement with the objectives of the Association, provided that they are duly proposed and seconded by two (2) Ordinary or Life members of the Association. Application for membership is subject to approval by the Executive Council.
- (b) There shall be five (5) classes of membership for application:-
 - (i) **Ordinary Membership:** This class of membership may be granted to Singapore Citizens and Singapore Permanent Residents who are at or above the age of twenty-one (21) years.
 - (ii) **Life Membership:** This class of membership may be granted to members who have been an Ordinary member of the Association for at least five (5) consecutive years immediately preceding application.
 - (iii) **Corporate Membership:** This class of membership may be granted to Singapore business entities registered with the Accounting and Corporate Regulatory Authority (ACRA).
 - (iv) **Associate Membership:** This class of membership may be granted to Singapore Citizens, Singapore Permanent Residents, or non-Singapore Citizens who are at or above the age of twenty-one (21) years.
 - (v) **Junior Membership:** This class of membership shall be granted to Singapore Citizens, Singapore Permanent Residents, or non-Singapore Citizens who are below the age of twenty-one (21) years and with the written consent of their parent or guardian.
- (c) **SUBSCRIPTIONS**
 - (i) Subscriptions fees for the five (5) classes of membership for application shall be published at the Association's website.

**CONSTITUTION
THE SINGAPORE ASSOCIATION FOR THE DEAF**

- (ii) The subscription fees shall be reviewed by the Executive Council from time to time. Any proposed change to the subscription fees shall take effect in the year after approval has been granted at a General Meeting.
- (iii) All subscription fees shall be due and payable on 1st January each year. Membership rights and benefits shall be suspended for a member whose subscription is in arrears until such time that full payment has been made for that year.
- (iv) A new application for membership is required when subscription fees are in arrears for more than one year.

(d) RIGHTS OF MEMBERSHIP

- (i) Except for the following Ordinary or Life member, an Ordinary or Life member shall be entitled to one (1) vote per member at a General Meeting:
 - 1. A member who has been an Ordinary member of the Association for less than twelve (12) months preceding the General Meeting;
 - 2. A Life member who is absent from five (5) consecutive General Meetings. Application by the Life member for reinstatement of voting rights shall be allowed except when the notice for the next General Meeting is issued and not until the General Meeting is declared closed.
- (ii) Except for the following Ordinary or Life members, an Ordinary or Life member shall be eligible to stand for election to the Office of the Executive Council:
 - 1. the Ordinary or Life member is an employee of the Association (fully or partially) or
 - 2. the Ordinary or Life member is seconded to serve in the Association by the Government or
 - 3. A Life member who is absent from five (5) consecutive General Meetings. Application by the Life member for reinstatement of the right to stand for election to the Office of the Executive Council shall be allowed except when the notice for the next General Meeting is issued and not until the General Meeting is declared closed.
- (iii) Corporate, Associate and Junior members shall have no voting rights at a General Meeting and shall not be eligible to stand for election to the Office of the Executive Council in the Association.

(e) HONORARY MEMBER

Honorary membership shall be conferred on individuals who, in the opinion of the Executive Council, have rendered meritorious service to the deaf community of Singapore. An Honorary

**CONSTITUTION
THE SINGAPORE ASSOCIATION FOR THE DEAF**

member shall have no voting right at a General Meeting, not be eligible for any Office in the Association, and shall not be liable in any way for the debts due and unpaid by the Association.

(f) DISPUTE RESOLUTION

In the event of a dispute arising among members of the Association, all members shall use best endeavours to resolve such dispute according to the dispute resolution process in the Association's Members' Code of Conduct.

RULE 5 CONSTITUTION AND GOVERNMENT

The supreme authority of the Association shall be vested in the Annual and Extraordinary General Meetings of the members who will elect the Executive Council to maintain its Constitution.

RULE 6 ANNUAL GENERAL MEETING

- (a) The Annual General Meeting of the Association shall be held before the end of September each year. The exact time, date and place shall be decided by the Executive Council.
- (b) The business of the Annual General Meeting shall be to receive and elect Office Bearers and Executive Council members, to approve the appointment of the Auditors and Trustees of the Association, and to consider any other matters which may be properly brought before such Meeting.
- (c) A preliminary notice of the Annual General Meeting asking for resolutions for approval at the meeting, and other such matters to be included in the agenda, shall be sent to all Ordinary and Life members not less than twenty-one (21) calendar days before the date for the Annual General Meeting.
- (d) Proposal for resolution(s) and other matters to be included in the agenda must be sent in writing to the Honorary Secretary not later than fourteen (14) calendar days before the date of the Meeting.
- (e) The Honorary Secretary shall then prepare and forward to all members, not less than seven (7) calendar days before the date of the Annual General Meeting, the Association's Annual Report and an Agenda including any proposed resolution for approval by the members and any other matters requested by the members.
- (f) The Annual General Meeting shall be presided over by the President, or in his absence by the Vice-President, and if both are absent, by any member elected by the Meeting to be the Chairman for the purpose of that Meeting only.
- (g) At the Annual General Meeting, the Executive Council shall table before the meeting the Association's Annual Report and Financial Statements, comprising an Income and Expenditure Statement and a Balance Sheet, for the financial year. These shall be signed by the President and the Honorary Treasurer.

**CONSTITUTION
THE SINGAPORE ASSOCIATION FOR THE DEAF**

- (h) The quorum for the Annual General Meeting shall not be less than thirty (30) voting members of the Association. If, after half an hour from the time appointed for the Meeting, a quorum is not present, the Meeting will continue but shall have no power to alter, amend or make additions to any of the existing rules.
- (i) Each resolution presented at the Annual General Meeting shall be decided by a majority of the Ordinary or Life members present and eligible to vote via a show of hands or written ballot. Should there be an equal number of votes for and against a resolution, the Chairman at the Meeting shall have a second or casting vote. Unless otherwise stated in this Constitution, voting by proxy shall not be allowed at General Meetings.
- (j) The Honorary Secretary shall be responsible for keeping the minutes of all General Meetings.
- (k) Nomination forms to run for the Office of the Executive Council shall be sent to all Ordinary and Life members not less than twenty-one (21) calendar days before the date of the Annual General Meeting. All eligible nominations must be proposed and seconded by two (2) Ordinary or Life members of the Association. All duly completed nomination forms must be returned to the Nomination Committee not later than fourteen (14) calendar days before the Annual General Meeting.
- (l) The Nomination Committee shall be responsible for reviewing the nomination forms received and shall reject a nomination if the nomination form is not in order.
- (m) Subject to applicable laws, a General Meeting may be held virtually, either fully or partially, i.e. hybrid virtual and physical meeting. Voting by eligible members attending the General Meeting virtually may be conducted via electronic voting. Electronic voting may be conducted by a show of hands on-screen or written ballot.

RULE 7 EXTRAORDINARY GENERAL MEETING

- (a) An Extraordinary General Meeting of the Association shall be convened:-
 - (i) at the request of the Executive Council, or
 - (ii) at the request in writing of not less than thirty (30) Ordinary or Life members of the Association sent to the Honorary Secretary. Such a request must state the objective of the Meeting, the proposed resolution(s) seeking members' approval, and shall be signed by the members requesting the Meeting.

Within two (2) weeks from the receipt of such request, the Executive Council shall cause an Extraordinary General Meeting to be held to discuss the matters raised.

- (b) Notice of an Extraordinary General Meeting shall be sent to all members by the Honorary Secretary not less than twenty-one (21) calendar days before the date of the Extraordinary General Meeting.

**CONSTITUTION
THE SINGAPORE ASSOCIATION FOR THE DEAF**

- (c) The rules applying to the Annual General Meeting regarding the appointment of Chairman for the meeting, quorum, voting and virtual meeting in sub-sections (f), (h), (i) and (m) in Rule 6 shall apply to Extraordinary General Meeting.

RULE 8 THE EXECUTIVE COUNCIL

- (a) (i) The number of Executive Council members at any time should be minimum ten (10) but no more than eighteen (18), with at least twenty percent (20%) of the Executive Council or minimum two (2) deaf individuals as defined in Rule 2 above, whichever is the lower.
- (ii) The Office of the Executive Council shall be elected at an Annual General Meeting, once every two (2) years. Members in the Office of the Executive Council, ("**Council Members**") except for the Honorary Treasurer, may be re-elected to the same or related post for a consecutive term of office.
- (iii) The Honorary Treasurer shall have a maximum term limit of four (4) consecutive years. Re-appointment of the outgoing Honorary Treasurer to the Honorary Treasurer position, or any position which is involved in the finances of the Association, may be considered after a lapse of at least two (2) years.
- (iv) The Office of the Executive Council shall be:-
1. A President
 2. A Vice-President
 3. An Honorary Secretary
 4. An Honorary Treasurer
 5. Up to ten (10) Council Members
- (b) The Executive Council shall have the power to fill casual vacancies, including vacancies of Council members, and to co-opt up to four (4) additional Council Members, which may include the elected Chairman of the Social Group of the Deaf (SGD).
- (c) The Management of the Association shall be vested in the Executive Council which shall have the powers to:-
- (i) appoint and have oversight of the management staff of the Association;
 - (ii) act for and represent the Association in all matters;
 - (iii) carry out and execute the decisions and resolutions arrived at the General Meeting of the Association;
 - (iv) decide and execute all matters requiring necessary attention and within the objectives of the Association;

**CONSTITUTION
THE SINGAPORE ASSOCIATION FOR THE DEAF**

- (v) manage and administer the Funds of the Association;
- (vi) invite such person(s) as it deems fit to become Patron(s) of the Association;
- (vii) admit a member under Rule 4, or expel such member for just and adequate cause.
A member so expelled shall have the right to appeal as set out in the dispute resolution process in the Association's Members' Code of Conduct.
- (viii) remove a Council Member appointed under Rule 8, if the Council member:
 - (1) dies or is determined to be of unsound mind by a competent court of law or a qualified medical practitioner;
 - (2) is absent from Singapore for a continuous period of more than 1 (one) year;
 - (3) is absent from 3 (three) consecutive Executive Council meetings.
 - (4) is convicted or otherwise found guilty of misconduct which, in the Executive Council's sole discretion, renders him unfit to be a Council Member; or
 - (5) submits a notice of resignation as Council Member to the Executive Council and the Executive Council accepts the same.
- (ix) meet for the dispatch of business, adjourn or otherwise regulate its meetings as it thinks fit
- (x) cause proper minutes of all proceedings to be duly recorded;
- (xi) cause proper financial records to be kept at the office of the Association;
- (xii) prepare the Annual Budget and have the authority to approve the Budget and all other expenditure;
- (xiii) sell, manage, lease, mortgage, dispose of or otherwise deal with all or any assets of the Association;
- (xiv) invest the monies of the Association not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) and such consents (if any) as may for the time being imposed or required by law;
- (xv) undertake any activities as are incidental or conducive to the attainment of the objectives listed in Rule 2.

**CONSTITUTION
THE SINGAPORE ASSOCIATION FOR THE DEAF**

(d) MEETING PROCEEDINGS

- (i) The Executive Council may invite any person(s) to be an observer(s) to attend its meetings and participate in the discussion, provided that the person(s) so invited shall have no voting rights.
 - (ii) A quorum for the meeting shall be at least half of the Council Members.
 - (iii) Each Council Member shall be entitled to one (1) vote per member present, eligible and competent to vote on the matter in discussion. In the event there is an equal number of votes for and against the matter in discussion, the Chairman shall have a second or casting vote.
 - (iv) Whenever a Council Member is in any way, directly or indirectly, has an interest in a transaction or project or other matter to be discussed at a meeting, the member shall disclose the nature of his interest to the meeting before the discussion on the matter begins.
 - (v) The member under Rule 8(d)(iv) should not participate in the discussion or vote on the matter and should withdraw from the meeting.
 - (vi) The Meeting may invite the said member to provide material information to the matter. The said member under Rule 8(d)(iv), shall not be eligible to vote for the matter in discussion.
 - (vii) Meeting may be held virtually, either fully or partially, i.e. hybrid virtual and physical meeting. Voting by members attending the meeting virtually may be conducted via electronic voting. Electronic voting may be conducted by a show of hands on screen or written ballot.
 - (viii) A resolution signed digitally by the Executive Council Members, including but not limited to, via email or through a polling feature on an electronic platform, shall be valid and effective as if it had been passed at a duly convened meeting of the Executive Council, provided that all Executive Council Members entitled to receive notice of an Executive Council meeting are clearly identified.
- (e) Any change to the Executive Council shall be notified to the Registrar of Societies and Commission of Charities within two weeks of change.

RULE 9 DUTIES OF OFFICE BEARERS

(a) The President:

The President shall preside at all General Meetings and Executive Council Meetings, and shall be responsible for proper conduct of business at all such meetings. He shall sign the minutes of each meeting at the time they are approved. It shall be his duty to superintend the general administration of the affairs of the Association. The President shall represent the Association at

**CONSTITUTION
THE SINGAPORE ASSOCIATION FOR THE DEAF**

such functions or meetings as he deems necessary and shall make decisions on behalf of the Association subject to approval by the Executive Council.

(b) The Vice-President:

The President shall delegate his duties to the Vice-President as necessary. In the President's absence, the Vice-President shall perform the duties of the President.

(c) The Honorary Secretary:

The Honorary Secretary, or his duly appointed representative, shall conduct the business of the Association in accordance with the rules and the instructions of the General Meetings and the Executive Council. He, or his duly appointed representative, shall record and maintain the minutes of all General Meetings and Executive Council Meetings.

(d) The Honorary Treasurer:

The Honorary Treasurer shall be responsible for the financial affairs of the Association and take charge of the Finance Committee. He, or his duly appointed representative, shall prepare relevant financial information for each meeting of the Executive Council and for the Annual General Meetings of the Association.

(e) Members of the Executive Council:

Executive Council Members shall attend meetings of the Council and generally assist in the consideration, decision and execution of matters brought up for discussion.

RULE 10 COMMITTEES

- (a) (i) The Executive Council may at its discretion constitute Committee(s) for any special purpose(s) and activities of the Association, as appropriate, and may delegate to such Committee(s) powers as the Executive Council thinks fit.

(ii) The Executive Council shall have the power to remove the Committee member who is appointed by the Committee before the expiration of his period of office and may appoint another person in his stead.

(iii) The Chairman of the Committee(s) may co-opt members with the relevant competency to their respective Committees, subject to the approval of the Executive Council.

- (b) The Committees shall be responsible and answerable to the Executive Council and shall forward their reports before the regular meetings of the Executive Council.

- (c) Every Committee Meeting shall be presided by the Chairman of the Committee, and in his absence by the Vice-Chairman (if any), and if both are absent, by any Committee

**CONSTITUTION
THE SINGAPORE ASSOCIATION FOR THE DEAF**

Member elected by the members present in the meeting to be the Chairman for the purpose of that meeting only.

- (d) The Rules under Rule 8 sub-sections (d)(i) to (d)(viii) for the Executive Council meeting proceedings shall apply to all Committee Meetings.

RULE 11 FUNDS AND PROHIBITIONS

- (a) The funds of the Association shall be derived from subscriptions, events held in aid of the Association, voluntary contributions of the general public, the sale of gifts, goods and services, grants / funding that may hereinafter be received from Government or any other public or private organisation or individual, and other activities under Rule 2.
- (b) All funds received by the Association shall be kept in the bank account in the name of the Association at any of the authorised banks. All payments by the Association must be approved by both the Honorary Treasurer and the President, or in the President's absence, by the Vice-President.

The Executive Council shall appoint a Council Member with the relevant financial expertise as a back-up bank signatory to authorise the payments in the event the Honorary Treasurer is unavailable.

All payments by any school operated by the Association shall be approved by the Head of the School/Principal, or in his absence, by the Vice-Principal, jointly with the Association's Honorary Treasurer or in his absence, by the Chairman of the School Management Committee, who shall be a Council member.

- (c) The Association may accept gifts, donations, legacies, and contributions of whatever nature in cash or in kind from members of the Association, or any other person for the objectives and general purposes of the Association, but nothing in these shall absolve any member of the Association from paying any membership subscription due.
- (d) The funds of the Association shall not be used to pay the fine(s) of member(s) who have been convicted in court of law.
- (e) 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.
- (f) The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- (g) 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.

**CONSTITUTION
THE SINGAPORE ASSOCIATION FOR THE DEAF**

RULE 12 TRUSTEES

- (a) Trustees may from time to time be appointed at a General Meeting and the number of Trustees shall not be greater than five (5) or less than three (3).

The office of the Trustee shall be vacated if the Trustee:

- (i) dies or is determined to be of unsound mind by a competent court of law or a qualified medical practitioner;
 - (ii) is absent from Singapore for a continuous period of more than one (1) year;
 - (iii) is convicted or otherwise found guilty of misconduct which, in the Executive Council's sole discretion, renders him unfit to be a trustee, and his removal is ratified by the members at a General Meeting; or
 - (iv) submits a notice of resignation from his trusteeship to the Executive Council and the Executive Council accepts the same.
- (b) Vacancies in the number of Trustees may from time to time be filled at a General Meeting.
- (c) Proposed resolution to remove a Trustee from his trusteeship, or to appoint a new Trustee to fill a vacancy at a General Meeting shall be given in accordance with sub-section (d) and (e) of Rule 6 or sub-section (a) of Rule 7.
- (d) If the Association at any time acquires any immovable property, such property shall be vested in the Trustees subject to a declaration of Trust.
- (e) The trustees of the Association shall not affect any sale or mortgage of the Association's property without the prior approval of the General Meeting.
- (f) The Registrar of Societies and the Commissioner of Charities shall be notified of the address of each immovable property, name of each Trustee and any subsequent changes.

RULE 13 VISITORS AND GUESTS

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.

RULE 14 AUDIT AND FINANCIAL YEAR

- (a) The Association shall, at each Annual General Meeting, appoint the auditor(s) approved by the Commissioner of Charities, to hold office until the next Annual General Meeting. Member(s) of the Association shall not be eligible for appointments as the Auditor(s) of the Association. Any change of the Auditor(s) must have the approval of the

**CONSTITUTION
THE SINGAPORE ASSOCIATION FOR THE DEAF**

Commissioner of Charities. This rule shall not be amended unless with the prior approval from the Commissioner of Charities.

(b) The Auditors:

(i) shall audit the Association's financial statements each year and present a report on the Association's financial statements to the members of the Association at the Annual General Meeting; and

(ii) may be required by the President to audit the Association's financial statements for any period within their tenure of office at any date and make a report to the Executive Council.

(c) The financial year of the Association shall be from 1 April to 31 March.

RULE 15 THE CONSTITUTION AND THE RULES

These Rules shall not be amended or rescinded except by a special resolution passed at a General Meeting of the Association by a two-thirds (2/3) majority of voting members present and voting at the meeting. Notice of intention to propose such a special resolution shall be given in writing to the members twenty-one (21) days before the meeting. No alterations or amendments to these rules shall be made without the prior approval of the Registrar of Societies and the Commissioner of Charities.

RULE 16 DISSOLUTION / CESSATION OF CHARITY STATUS

(a) The Association shall not be dissolved except with the consent of not less than three-fifths (3/5) of the voting members for the time being resident in Singapore expressed either in person or by proxy at a General Meeting convened for the purpose.

(b) A Certificate of Dissolution shall be given within seven (7) days of dissolution to the Registrar of Societies and the Commissioner of Charities.

(c) In the event of the Association being dissolved as provided above, or in the event the Association ceases to be a registered charity under the Charities Act, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged, and the remaining funds and assets of the Association shall be donated to other charitable organisation(s), or Institution(s) of a Public Character when the Association is an Institution of a Public Character, as the case may be, with similar objectives in Singapore which are registered under the Charities Act, as the members of the Association may determine at the General Meeting. This rule shall not be amended unless with the prior approval from the Commissioner of Charities.

Approved by Ministry of Social and Family Development on 10 June 2025

Approved by Registry of Societies on 13 August 2025

Mr Eric Tseng Hao Chun

President of Singapore Association for the Deaf

}
}

