

**CONSTITUTION OF**  
**Academy of Engineering, Singapore**

**NAME**

1.1. This Society shall be known as the “Academy of Engineering, Singapore”, hereinafter referred to as the “Academy”.

**PLACE OF BUSINESS**

2.1 Its place of business shall be at “c/o Institution of Engineers, 70 Bukit Tinggi Road, Singapore 289758” or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies.

**OBJECTS**

3.1 Its objects are:

- a) Advance and promote excellence in engineering
- b) Work to improve public awareness and understanding of engineering
- c) To use international partnerships to ensure that Singapore benefits from international networks, expertise and investment.
- d) helping to strengthen Singapore’s skills and knowledge base in order to support the long-term development of industry and society

3.2 The Academy will bring further benefits to Singapore, including

- a) access to influential people in other countries through the International Network of Academies
- b) opportunity to participate in international activities and joint projects with academies in Asia and elsewhere
- c) enhancing the prestige of engineering locally and internationally
- d) providing an independent source of advice for national development

3.3 In furtherance of the above subjects, the Academy may do all such things which are incidental or conducive to the attainment of the objects, and particularly as follows:

- a) monitoring, analyzing and evaluating technological / economic developments and potentials in Singapore and globally,
- b) initiating and conducting studies of technical and economic issues,
- c) advising on engineering education, research, development and innovation,
- d) developing and maintaining effective relations with other professional engineering organizations, academies and learned societies in Singapore, and abroad,
- e) recognizing excellence in engineering contributions to the Singapore economy.

#### **MEMBERSHIP QUALIFICATION AND RIGHTS**

4.1 Membership (Fellow) is open to Singaporeans and foreigners residing in Singapore subject to rigorous peer review and sponsorship by the existing Fellows of the Academy. Fellows shall be prominent engineers, engineering scientists, public officials and leaders of the academic and business communities involved with engineering. At any time, there should be no more than 150 Fellows who are below the age of 70.

4.2 The Academy may elect no more than 10 Honorary Fellows. The Academy may also elect Foreign Fellows. Elected Fellows who no longer reside in Singapore shall be transferred to the category of Foreign Fellows.

4.3 All Fellows shall have the right to vote and to hold office in the Academy.

4.4 Fellows of the Academy are entitled to use FSEng after their names.

## **NOMINATION FOR MEMBERSHIP**

- 5.1 A person must be nominated by his peers to join the Academy through a nomination process defined in the Bye-laws.
- 5.2 A Review Panel will be formed to assess every new nomination. The nominee may also be required to attend an interview by the Panel Members.
- 5.3 A copy of the Academy Constitution shall be furnished to every Fellow.

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

- 6.1 There shall be no entrance fee payable for all Fellows admitted.
- 6.2 There shall be no subscriptions payable by the Fellows. The funds of the Academy shall be derived from free-will offerings.
- 6.3 The income and property of the Academy whensoever derived shall be applied towards the promotion of the objects of the Academy as set forth in this 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 Academy 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 Academy is vested in a General Meeting of the Fellows.
- 7.2 An Annual General Meeting (AGM) shall be held on June each year.
- 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 thirty (30) voting members, whichever is the lesser, and may be

called at any time 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 two (2) months from receiving this request to convene the Extraordinary General Meeting.

7.4 If the Committee does not within two (2) months after the date of the receipt of the written request proceed to convene an Extraordinary General Meeting, the Fellows who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving ten (10) days' notice to voting Fellows setting forth the business to be transacted and simultaneously posting the agenda on the Academy's notice board.

7.5 At least two (2) weeks' notice shall be given of an Annual General Meeting and at least ten (10) days' notice of an Extraordinary General Meeting. Notice of meeting stating the date, time and place of meeting shall be sent by the Secretary to all voting Fellows. The particulars of the agenda shall be posted on the Academy's notice board four (4) days in advance of the meeting.

7.6 Unless otherwise stated in this Constitution, voting by proxy shall not be 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.

Any Fellow who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice to the Secretary one (1) week before the meeting is due to be held.

7.8 At least 25% of the total voting membership or thirty (30) voting Fellows, whichever is the lesser, present at a General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum.

7.9 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.

### **MANAGEMENT AND COMMITTEE**

8.1 The administration of the Academy shall be entrusted to a Committee consisting of the following to be elected at alternate Annual General Meeting:

A President

A Secretary

A Treasurer

An Ex-officio – President IES

An Ex-officio – Immediate Past President IES

12 Ordinary Members

8.2 Names for the above offices 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 or related post for a consecutive term of office. The term of office of the Committee is two years.

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.

8.4 A Committee Meeting shall be held at least once every three months after giving seven (7) days' notice to Committee Members. The President may call a Committee Meeting at any time by giving five (5) days' notice. Majority of the Committee Members must be present for its proceedings to be valid.

8.5 Any member of the Committee absenting himself from three (3) meetings consecutively without satisfactory explanations 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. Any changes in the Committee shall be notified to the Registrar of Societies and the Commissioner of Charities within two (2) weeks of the change.

8.6 The duty of the Committee is to organise and supervise the daily activities of the Academy. The Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and shall always remain subordinate to the General Meetings.

- a) Whenever a member of the Committee is in any way, directly or indirectly, has an interest in a transaction or a project or other matter to be discussed at a meeting, the member shall disclose the nature of his interest before the discussion on the matter begins.
- b) The member concerned should not participate in the discussion or vote on the matter, and should also offer to withdraw from the meeting and Committee shall decide if this should be accepted.

### **DUTIES OF OFFICE-BEARERS**

9.1 The President shall chair all General and Committee meetings. He shall also represent the Academy in its dealings with outside persons.

9.2 The Secretary shall keep all records, except financial, of the Academy 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 Fellows at all times.

9.3 The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Academy and shall keep an account of all monetary transactions and shall be responsible for their correctness. He is authorised to expend up to \$2,000 per month for petty expenses on behalf of the Academy. He will not keep more than \$1,000 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 Academy.

### **AUDIT AND FINANCIAL YEAR**

10.1 Two (2) voting Fellows, not being members of the Committee, shall be elected as Honorary Auditors at alternate Annual General Meeting and will hold office for a term of two years only and shall not be re-elected for a consecutive term. The accounts of the Academy shall be audited by a firm of Certified Public Accountants if the gross income or expenditure of the Academy exceeds \$500,000 in that financial year, in accordance with Section 4 of the Societies Regulations.

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 Academy'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 Academy 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 Academy shall:

- a) Not be more than four (4) and not less than two (2) in number.
- b) Be elected by a General Meeting of Fellows.
- c) Not effect any sale or mortgage of property without the prior approval of the General Meeting of Fellows.

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 (1) 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 Academy's premises at least two (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 and the Commissioner of Charities.

11.5 The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies and the Commissioner of Charities.

### **PROHIBITIONS#**

12.1 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 Academy's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.

12.2 The funds of the Academy shall not be used to pay the fines of Fellows who have been convicted in court of law.

12.3 The Academy 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.



12.4 The Academy shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

12.5 The Academy shall not hold any lottery, whether confined to its Fellows or not, in the name of the Academy or its office-bearers, Committee or members unless with the prior approval of the relevant authorities.

12.6 The Academy 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.

### **AMENDMENTS TO CONSTITUTION**

13.1 The Academy shall not amend its Constitution without the prior approval in writing of the Registrar of Societies and the Commissioner of Charities. 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 Fellows present at the General Meeting.

### **INTERPRETATION**

14.1 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**

15.1 In the event of any dispute arising amongst Fellows, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with this Constitution. Should the Fellows fail to resolve the matter, they may bring the matter to a court of law for settlement.

## **CESSATION OF CHARITY STATUS**

16.1 In the event that the Society ceases to be a registered charity under the Charities Act, all debts, liabilities legally incurred on behalf of the Society shall be fully discharged, and the remaining funds will be contributed to charitable organizations with similar objectives in Singapore which are registered under the Charities Act as the members of the Society may determine at the general meeting, unless otherwise allowed by the Commissioner of Charities.

## **DISSOLUTION**

17.1 The Academy shall not be dissolved, except with the consent of not less than three-fifths ( $\frac{3}{5}$ ) of the total voting membership of the Academy 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 Academy 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 donated to charitable organizations with similar objectives in Singapore which are registered under the Charities Act as the General Meeting of members may determine.

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

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