



SOCIETY OF ACOUSTICS (SINGAPORE)

CONSTITUTION OF SOCIETY OF ACOUSTICS (SINGAPORE)

NAME

1. This society shall be known as Society of Acoustics (Singapore)

PLACE OF BUSINESS

2. Its place of business shall be at 33 Oxford Road, #04-03, Singapore 218816, Singapore or such other address as may subsequently be decided upon by the committee and approved by the Registrar of Societies.
3. Its objects are (i) to promote research and development in acoustics and acoustics-related fields of high technology, (ii) to promote the profession of acoustic engineers through organisation of talks, seminars, conferences, (iii) to increase the awareness of new research in acoustics through organisation of talks, seminars, conferences.

MEMBERSHIP

4. QUALIFICATIONS

a) Honorary Fellows

Distinguished persons intimately connected with acoustics or a science allied thereto whom the Society especially desires to honour for exceptionally important services in connection therewith, and any distinguished person whom the Society may desire to honour for service to the Society or whose association therewith is of benefit to the society, shall be eligible to become Honorary Fellow of the Society.

b) Fellows

Every candidate for election or transfer to the class of Fellow of the Society shall have attained the age of Fellow of the Society shall have attained the age of thirty-five years and, in the opinion of the committee, have made a significant contribution to acoustics or the profession of acoustics, through means demanding a sufficient knowledge of acoustics, as shall make it desirable that he be a Fellow of the Society; and

- (i) have had experience of at least seven years of responsible work in acoustics or its applications which shall satisfy the committee; and
- (ii) have the qualifications required to be Members of the society stated below.



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c) Members

Every candidate for election or transfer to the class of Member of the society shall have attained the age of twenty-five years and received a general education approved by the committee and either:

- (i)
 - 1. have been educated in acoustics in a manner satisfactory to the committee and have obtained a degree or diploma recognised by the committee for the purposes of this clause of the Constitution: and
 - 2. have had experience for at least three years in responsible work which demands a knowledge of acoustics or its application as shall satisfy the committee, or
- (ii)
 - 1. have satisfied the committee that he possesses an equivalent knowledge of acoustics and cognate subjects considered appropriate by the committee in accordance with the provisions of Clause (1) of this rule and,
 - 2. have had experience for not less than seven years of responsible work which demands a knowledge of acoustics or its applications as shall satisfy the committee; and,
 - 3. have been associates for not than three years.

d) Authorised Titles of Honorary Fellows, Fellows and Members

The authorised titles therefore of persons belonging to the classes of Honorary Fellows, Fellows and members shall be

- (i) Honorary Fellow of the Society of Acoustics (Singapore)
- (ii) Fellow of the Society of Acoustics (Singapore)
- (iii) Member of the Society of Acoustics (Singapore)

e) Associates

Every candidate for election or transfer to the class of Associate shall have attained the age of eighteen years and shall :-

- (a) (i) have received a general education approved by the committee; and
- (b) (i) be a graduate in a discipline approved by the committee; or
- (ii) be a technician in a discipline approved by the committee; or
- (iii) be engaged or interested in acoustics or a related discipline; excepting always
- (c) (i) that no person shall remain in the class of Associate if he fulfills the requirements to be fellows or members of the society.



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f) Authorised Titles of Associates

The authorised titles therefore of persons belonging to the specialist sub-classes of Associate shall be : -

- (i) Associate (Graduate) of the Society of Acoustics (Singapore)
 - (ii) Associate (Technician) of the Society of Acoustics (Singapore)
- No other titles or abbreviation of these titles are permitted.

g) Students

- (a) Every candidate for election to the class of Student shall have attained the age of sixteen years and, at the time of application, be a bona-fide student in a subject related to acoustics, and who has complied with one of the following conditions:
 - (i) satisfied the committee that he has received a good general education;
or
 - (ii) passed a preliminary examination satisfactory to the committee.

h) ELECTION TO MEMBERSHIP OF HONORARY FELLOWS, FELLOWS OR MEMBERS.

- (i) Every application for election or transfer to the class of Fellow or Member of the Society shall be in a form prescribed by the committee and shall be signed by the applicant, the proposer and the supporter or supporters of the application and be accompanied by a Declaration in the prescribed form.
- (ii) Every member who is elected shall be informed of his election by the Secretary, who shall also send to him a copy of the Constitution and any other document by which his membership is governed.
- (iii) No election or transfer shall become effective until all fees payable on such election or transfer have been paid.
- (iii) Honorary Fellows
A candidate for Honorary Fellowship shall be nominated by the Awards Committee and approved, if thought fit, by the Committee at a meeting of the Committee.
- (iv) Fellows
A candidate applying for election or transfer to the class of Fellow of the Society shall be proposed by one Fellow or Honorary Fellow of the Society who personally knows the applicant and



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supported by two other Fellows or Honorary Fellows of the Society who also personally know the candidate.

(vi) Members

A candidate applying for election or transfer to the class of Member of the Society shall be proposed by one Fellow, Honorary Fellow or Member of the Society who personally knows the candidate and supported by two other Fellows, Honorary Fellows or Members of the Society who also personally know the candidate.

(vii) Election or transfer to class of Fellow or Member shall be decided by the Committee at a meeting of the Committee. The Committee shall not be required to give its reason or reasons for refusing to elect a candidate.

(viii) The Committee may re-admit as Fellow or Member in the class to which he formerly belonged any person whose membership has terminated, provided he has satisfied the Committee that he is worthy of such re-admission and pays such amounts in respect of entrance fees or arrears of fees and subscriptions as the Committee may determine.

Election to Membership of Students and Associates.

(i) Every application for election or transfer to the class of students or associates shall be in a form prescribed by the Committee and shall be signed by the applicant and shall be accompanied by a Declaration in the prescribed form.

(ii) Every student or associate member who is elected shall be informed of his election by the Hon. Secretary who shall also send him a copy of the Constitution and any other document by which his membership is governed.

(iii) Associates

A candidate applying for election to the class of Associate shall be proposed by one Fellow or Member who personally knows the candidate or knows him by repute.

(iv) Students

A candidate applying for election to the grade of Student shall be proposed by one Fellow or Member. A Student shall cease to be Student at the end of the year in which he shall attain the age of twenty-five years or at the expiry of five



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years from the date of his admission as a Student, whichever is the earlier unless the Committee upon the receipt of a written application from him allows him to remain in the class of Student.

j) CORPORATE MEMBERS

Companies who are engaging in works related to acoustics can apply as Corporate Members. These will include consultants in acoustics, acoustical contractors, suppliers of acoustical materials, acoustical instruments and manufacturers of acoustical materials and acoustical instruments etc.

k) ELECTION TO CORPORATE MEMBERSHIP

- (i) Every application for election to the class of Corporate Membership of the Society shall be in a form prescribed by the committee and shall be signed by the applicant, the proposer and the supporter or supporters of the application and be accompanied by a Declaration in the prescribed form.
- (ii) Every Corporate Member who is elected shall be informed of his election by the Hon Secretary, who shall also send to him a copy of the Constitution and any other document by which his membership is governed.
- (iii) No election shall become effective until all fees payable on such election have been paid.
- (iv) A candidate applying for election to the class of Corporate Member of the Society shall be proposed by one Fellow, Honorary Fellow or Member of the Society who personally knows the candidate and supported by two other Fellows, Honorary Fellows or Members of the society who also personally know the candidate.
- (v) Election to Corporate Membership shall be decided by the Committee at a meeting of the Committee. The Committee shall not be required to give its reason or reasons for refusing to elect a candidate.
- (vi) The Committee may re-admit to Corporate Membership any company whose Corporate Membership has terminated, provided it has satisfied the Committee that it is worthy of such re-admission and pays such amounts in respect of entrance fees or arrears of fees and subscriptions as the



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Committee may determine.

- 1) Only Fellows and Members shall have the right to vote and to hold office in the society.

MEMBERSHIP SUBSCRIPTION

5. Annual subscriptions are payable as follows:
S\$70 for Fellow
S\$50 for Member
S\$30 for Associate
S\$15 for Student
S\$200 for Corporate Member
6. Annual subscriptions are payable in advance within one month of the 1st of January of each. If a member falls into arrears with his subscriptions he shall be informed immediately by the Hon Treasurer. If he fails to settle his arrears within three months of their becoming due, he will be given a warning and he will be denied the privileges of membership until he settles his account. If he falls into arrears for more than 6 months' dues he will automatically cease to be a member and the Committee may take legal action against him provided that they are satisfied that he has received due notice of his debts.

SUPREME AUTHORITY AND GENERAL MEETINGS

7. The rate of annual subscriptions may only be varied by a general meeting of the members. Any special subscriptions for particular purposes may only be raised from members with the consent of general meeting of the members.
8. The supreme authority of the society is vested in a general meeting of the members presided over by the President. At least one quarter of the total voting membership of the society present at a general meeting shall form a quorum.
9. An annual general meeting will be held in January each year. At other times an extraordinary general meeting must be called by the President on the request in writing of at least one quarter of the total voting membership and may be called at any time by order of the Committee.
10. At least two weeks' notice will be given of an annual general meeting and at least ten days' notice of any other general meeting and particulars of its agenda will be circulated to the members four days in advance of the meeting. The following points will be considered at the annual general meeting:
 - 1 The previous financial year's accounts and report of the Committee.



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2. The election of office-bearers and Honorary Auditors for the following year. Any member who wishes to place an item on the agenda of a general meeting may do so provided he gives notice to the Hon Secretary one week before the meeting is due to be held.
11. In the event of there being no quorum, 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 alter, amend or make additions to any of the existing rules.

MANAGEMENT AND COMMITTEE

12. A Committee consisting of the following shall be elected at each annual general meeting:-
A President
Vice-President
An Hon Secretary
An Hon Treasurer
4 Ordinary Committee members
13. Names for the above officers shall be proposed and seconded at the annual general meeting and election will follow on a simple majority vote of the members. All officers except the Hon Treasurer and Hon Asst Treasurer may be re-elected to the same or related post year after year.
14. A Committee meeting shall be held at least once a month after ten days' notice to Committee members. The President may call a Committee meeting at any time by giving ten days' notice. At least one half of the Committee members must be present for its proceedings to be valid.
15. The duty of the Committee is to organise and supervise the daily activities of the society and to make decisions on matters affecting its running when the general meeting is not sitting. It may not act contrary to the expressed wishes of the general meeting without prior reference to it and always remains subordinate to the general meeting.
16. The Committee has power to authorise the expenditure of a sum not exceeding \$3,000 per month from the society's funds for the society's purposes.

DUTIES OF OFFICE-BEARERS

17. Duties of office bearers
(a) The President shall act as chairman at all general and committee meetings.



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He shall also represent the society in its dealings with outside persons.

- (b) The Vice-President shall assist the President and deputise for him in his absence.
- (c) The Hon Secretary shall keep all records, except financial, of the society 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 members at all times.
- (d) The Hon Treasurer shall keep all funds and collect and disburse all moneys on behalf of the society and shall keep an account of all monetary transactions and shall be responsible for their correctness. He is authorised to expend up to \$500 per month for petty expenses on behalf of the society. He will not keep more than \$500 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 President, Vice-President or Secretary in addition to the Hon Treasurer.
- (e) The Ordinary Committee Members shall assist in the general administration of the society and perform other duties assigned by the Committee.
- (f) Any member of the Committee absenting himself from three 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.
- (g) Any changes in the committee shall be notified to the Registrar of Societies within two weeks of the change.

AUDIT AND FINANCIAL YEAR

- 18. Two voting members not members of the Committee will be elected as Hon Auditors at each annual general meeting and will hold office for one year only and shall not be re-elected for consecutive years. They will be required to audit each year's accounts and present a report upon them to the annual general meeting. They may be required by the President to audit the society's accounts for any period within their tenure of office at any date and make a report to the Committee. The financial year shall, be from 1st January to 31st December.

TRUSTEES

- 19. If the society at any time acquires any immovable property



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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 a kind as to render it undesirable that he continue 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 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 circulating to all members a document containing such proposal at least two weeks before the meeting at which the proposal is to be discussed. The result of such meeting shall then be notified to the Registrar of Societies. The addresses of immovable properties, names of trustees and any subsequent changes must be notified to the Registrar of Societies.

VISITORS AND GUESTS

20. Residents in Singapore may be admitted into the premises of the society but they shall not be admitted to the privileges of the society 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 a visitor or guest till his name has been entered in this book.

PROHIBITIONS

21. (a) Gambling of any kind and the playing of paikow or mahjong, whether for stakes or not, is forbidden on the society'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 society shall not be used to pay the fines of members who have been convicted in Court.
- (c) The society shall not to 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 society shall not attempt to restrict or interfere with trade or make directly or indirectly any recommendation to, any arrangement with its members



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which has the purpose or is likely to have the effect of fixing or controlling the price or any discount, allowance or rebate relating to any goods or services to be supplied by them.

- (e) The society shall not hold any lottery, whether confined to its members or not, in the name of the society or its office-bearers, Committee or members.
- (f) The society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- (g) The society shall not raise funds from the public for whatever purposes without the prior approval in writing of the Registrar of Societies and other relevant authorities.

AMENDMENTS TO RULES

- 22. No alterations or additions/deletions to these rules shall be made except at a general meeting, and they shall not come into force without the prior sanction of the Registrar of Societies.

INTERPRETATION

- 23. 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.

DISSOLUTION

- 24. (a) The society shall not be dissolved, except with the consent of not less than $\frac{3}{5}$ of the voting members of the society 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 society 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 an approved charity or charities in Singapore.
- (c) Certificate of dissolution shall be given within 7 days of the dissolution to the Registrar of Societies.