

The Association shall be known as Singapore CHEFS' Association (referred hereinafter as The Association).

The Association is a nonprofit professional body organized and existing under the LAWS applicable to the Republic of - Singapore.

ARTICLE 1 - Organization

1.1 OBJECTIVES

The objectives are as follows: To group together the elite among culinary professionals in order to:

- a) create links of friendship, professional co-operation and mutual understanding.
- b) promote cooking, recipes, high quality products and technical knowledge.
- c) be a major influence in the training and recruiting of young personnel to increase professional standards within the industry in Singapore.
- d) foster information and communication within all levels of the hospitality industry.
- e) sponsor professional exchanges of personnel scholarships, international culinary competitions and bursaries.
- f) organize with various related professional bodies and educational establishment, training courses apprenticeship schemes and related vocational links.
- g) promote, foster and encourage the culinary art and related studies, to create awareness and the importance of the Republic of Singapore to provide (its own source of professionally accomplished culinary personnel).

1.2 REGISTERED OFFICE The place of business shall be a place as may be designated by the Committee, subject to the approval by the Registrar of Societies.

ARTICLE 2-MEMBERSHIP, FEES, RESIGNATIONS, EXPULSIONS

2.1 ACTIVE MEMBERS This Membership is open to all professional Chefs' above the age of 15 year) There will be no discrimination with regards to race, sex or creed. Membership number shall be unlimited. A new member must be proposed by an existing member. Every application for election as a member shall be made on the prescribed form to be provided for the purpose, Such form shall be signed by the applicant and his proposer. The name, address (both residence and office), designation, citizenship status and any other particulars as the Committee may think fit, shall be stated in the application form. The Committee will consider all applications for election and shall decide which applicants are to be admitted to the association. No reason shall be given for rejection of any application.

2.2 SUBSCRIBING MEMBERS This membership is open to Companies who are dealing with Food Products, Beverages and or Hotel and Kitchen Equipments. Subscribing Members shall have no voting rights and shall not be eligible to hold any Committee Post. The use of the Associations Logo for any purpose whatsoever needs the prior approval of the Committee. Applications shall be made on the prescribed form to be provided for the purpose. Such form shall be signed either by the Companies President, Director, Managing Director, General Manager or equal positions. The registered name and address of the Company and any other particulars as the Committee may think fit, shall be stated in the application form. The Committee will consider all applications for election and shall decide which applications are to be admitted to the Association. No reason shall be given for rejection of any application.

2.3 HONORARY MEMBERS Any member or person who has rendered distinguished services to the Association, may be conferred Honorary Membership at a General Meeting, upon a proposal by the Committee. An Honorary member has no voting rights and shall not be eligible to hold any Committee post.

2.4 FEES A fee of \$130 for Active Members who hold a position of Chef de Partie or above and a fee of \$80 for Active Members who hold a Position lower than Chef de Partie. A fee of \$2000 for Subscribing Members is required on admission. If admission is after July 1st, the fees shall be half. Any special subscription for particular purpose may only be raised with the consent of a general meeting of Active Members. Annual subscription of \$130 for Active Members who hold a position of Chef de Partie or above, \$80 for Active Members who hold a position lower than Chef de Partie and \$2000 for Subscribing Members is payable by January 15th every year. (I would phrase this as following: All fees are payable by January 15th every year. This is because it is redundant to repeat those fees twice as already mentioned above) The Financial Year is from January 1st to December 31st. Any member whose subscription is not paid by May 15th, shall cease to be a Member, but may be replaced by the Committee upon a satisfactory explanation and payment of all arrears. Honorary Members do not pay membership fees.

2.5 EXPULSION OF MEMBERS Any member may be expelled from membership for conduct unbecoming a member of The Association, with or without any formal charge made against him. The Committee shall be obliged to inform the member to be expelled in writing, offering an appeal period of ten days. The Committee shall consider an appeal before recommending expulsion.

2.6 RESIGNATION OF MEMBERS All active Members are required to proffer their resignations giving ninety days written notice. No monies shall be returned to the resigning member under any circumstances.

ARTICLE 3- MANAGEMENT, MEETINGS

3.1 MANAGEMENT The Management of The Association shall be deputed to the Committee, to be presided over by the President, or in his absence, the Vice-President

3.2 ANNUAL GENERAL MEETING The Annual General Meeting shall be held in the month of February each year at a date, time and venue to be determined by the Committee. At least fourteen days notice of an Annual General Meeting and at least three days notice of any other General Meeting and particulars of the Agenda shall be contained within the notice. The following matters shall be considered at the Annual General Meeting:-

- a) The previous year's financial affairs and statement of accounts.
- b) The election of Office Bearers of the Committee for the next term of office.
- c) The appointment of auditors for the forthcoming financial year.
- d) Any other business.

Any member wishing to place a matter on the agenda may do so in writing to the Honorary Secretary 7 days in advance.

3.3 EXTRAORDINARY GENERAL MEETINGS Extraordinary General Meetings may be called by the Committee by giving five days notice either in writing or verbally to the members.

3.4 QUORUM A quorum at General Meetings shall be 25% of the Active Membership and at Extraordinary General Meetings 30%, when a Quorum is not achieved, no amendments to the by-laws or constitution of The Association will be permitted.

ARTICLE 4-The COMMITTEE AND OFFICERS

4.1 THE COMMITTEE A committee consisting of the following shall be elected at each Annual General Meeting: A President A Vice-President A Honorary Secretary A Honorary Treasurer A Public Relations and Press Officer 7 other members who will be designated specific responsibilities by the Committee as and when required. In the event of a vacancy arising during the year prior to the Annual General Meeting, the Committee have the right to appoint a member to fill the position. All officers, except the Treasurer may be re-elected annually to hold the same office.

4.2 COMMITTEE MEETINGS The President has the right to convene a special meeting of the Committee whenever he deems it necessary for the good of the Association when convening a meeting, however, he must instruct the Secretary to give members 3 days notice, either written or verbally. Ordinary meeting of the Committee shall be held every one month. At least 50% of the Committee should be present for the proceedings to be valid.

4.3 DUTIES OF THE COMMITTEE The Committee is responsible for the organization and supervision of the daily activities of The Association and to make decisions on matters affecting the running of The Association when a General Meeting is not sitting. The Committee must never act contrary to the wishes of a General Meeting and always remain subordinate to the General Meetings.

4.4 APPOINTMENT OF SUBCOMMITTEES The Association will have right to appoint subcommittees as and when committee's members deem fit.

4.5 OFFICE BEARERS The duties of the Office Bearers are as follows;-

a) The President shall act as Chairman at all General and committee meetings. The President may also act as arbiter with the use of an extra vote in the event of a casting vote being required.

b) The Vice-President shall act as deputy to the President and assume all responsibilities in the absence of the latter.

c) The Honorary Secretary shall keep all records, except financial records of The Association and shall be responsible for their accuracy. He will also be required to keep minutes of all meetings.

d) The Honorary Treasurer shall keep all funds and collect and disburse all moneys on behalf of The Association and shall keep account of all monetary transactions and shall be responsible for their correctness. He is authorized to expend up to \$300.00 per month for petty expenses on behalf of The Association. He will not keep more than \$100.00 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 Honorary Secretary) in addition to the Treasurer.

e) The Public Relation and Press Officer shall represent The Association with its dealings with all outside persons and generally keep members and public informed of all The Association functions.

f) General members of the Committee have no specific portfolio. but may at any time be asked to undertake tasks for the good of The Association. Any member absenting himself from 3 consecutive meetings of the committee without excuse shall be deemed to have withdrawn from the committee.

ARTICLE 5-AUDITORS Two persons (not from the Committee) will be elected as Honorary Auditors at each Annual General Meeting and will hold office for one term only and may not be reelected. They will be required to audit each years accounts and present a report on them to the Annual General Meeting. They may be called upon by the President at any time to make a report to the Committee.

ARTICLE 6-TRUSTEES

6.1 If The Association at any time acquire 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 State of Singapore for a period of one year, he shall be deemed to have resigned his trustee ship. 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 trustee ship. 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 premise of the society 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.

ARTICLE 7-VISITORS AND GUESTS Visitors and guests may be admitted to such functions of The Association as the Committee may from time to time determine.

ARTICLE 8-PROHIBITIONS

8.1 Gambling in any form is forbidden at The Association functions, meetings, or meeting place or any other place connected with The Association in any way.

8.2 The funds of The Association shall not be used to pay the fine(s) of any member convicted by a Court of Law.

8.3 The Association shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any Trade Unions' activity as defined in any written law relating to trade unions for the time being in force in Singapore.

8.4 The Association shall not hold any lottery whether solely confined within the membership or not, in the name of The Association or its Office Bearers Committee or members.

8.5 The Association shall not engage in any political activity or allow its funds or any of its activities be used for political purposes.

ARTICLE 9-AMENDMENTS TO CONSTITUTION AND BY-LAWS No alteration or addition to these rules shall be permitted except at a General Meeting with the required Quorum, and they shall not come into force without the prior sanction of the Registrar of Societies.

ARTICLE 10 - DISSOLUTION

10.1 The Association shall not be disbanded without the consent of 60% of its membership at the time resident in Singapore, expressed either in person or by proxy at a General Meeting convened specifically for the purpose.

10.2 In the event of The Association being dissolved as provided for in article 10.2, all debts and liabilities legally incurred on behalf of The Association shall be fully discharged and any remaining funds shall be donated to the Vocational Industrial Training Board and Shatec within the Hospitality Industry in Singapore.

10.3 Notice of dissolution shall be given within seven days of the dissolution to the Registrar of Societies.

PRESIDENT

HONORARY SECRETARY