



## **Singapore Chefs' Association January 2025**

### **CONSTITUTION**

The Singapore Chefs' Association (hereinafter referred to as “the Association”) is an non-profit seeking association body organized and existing under the LAWS applicable to the Republic of Singapore.

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## 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

- a. The place of business and the address for correspondence of the Association will be **P.O Box 926, Raffles City, Singapore 911731**, as may be designated by the Committee, subject to the approval by the Registrar of Societies.

## 2. MEMBERSHIP

### 2.1 ACTIVE MEMBERS

This Membership is open to all professional Chefs' (above the age of 16 years). 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

Corporate membership is open to Companies who are dealing with Food Products, Beverages and or Hotel and Kitchen Equipment's. 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**

Corporate Membership: A fee of \$2000 for Subscribing Members is required on admission. See appendix 1 for benefit

Active Member and Junior Membership categories to be combined into a single category and priced at \$130.

SJCC Membership: Students who are in any culinary institutes will be priced at \$50.

Admission 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.

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 oblige 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.

## **3. MANAGEMENT & GENERAL 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 January or February each year at a date, time and venue to be determined by the Committee. At least **21days** 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 yearn 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 QUORUM

A quorum at General Meetings shall be 20% of the Active Membership when a Quorum is not achieved, **"NO"** amendments to the by-laws or constitution of The Association will be permitted.

## 4. **THE APPOINTMENT OF PRESIDENT & EXECUTIVE COMMITTEE**

### 4.1 THE APPOINTMENT OF PRESIDNET

President and Vice Presidents elected will serve a term of four (4) years and may only stand for a maximum of two (2) terms in office. Any changes due to extenuating circumstances must be approved during AGM.

### 4.2 THE COMMITTEE

A committee consisting of the following shall be elected at each Annual General Meeting:

A President, up to 2 Vice-Presidents, A Treasurer, A General Secretary, A Public Relations/Press Officer, 6 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 Bi-yearly to hold the same office.

### 4.3 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.

#### 4.4 DUTIES OF THE COMMITTEE

The Committee is responsible for the organization and supervision of the 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.

#### 4.5 APPOINTMENT OF SUB COMMITTEES

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

#### 4.6 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 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 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/she will NOT keep any form of cash, any money in excess will be deposit 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 Treasurer.
- e. The Public Relation/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.

### 5. **FINANCE AND AUDITORS**

For best practices, an external professional auditor shall be appointed to audit the annual cash inflows and outflows of the Association's account. Two professional members, other than the Executive Committee, shall be invited to serve as Association Auditors to sign off the audited financial report approved by the eternal auditor together with the President.

The 3RD party external auditors will examine the books of the Association and ascertain the correctness of the accounts and the existence of the assets.

The audited accounts shall be shared with all Voting Members on the day of the Annual General Meeting, and to be approved at the Annual General Meeting.

## **6. TRUSTEES**

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 continues 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.

## **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.

## **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.

## **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.

**10. DISSOLUTIONS**

- 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 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 culinary institutes or within the Hospitality Industry in Singapore.
- 10.3 Notice of dissolution shall be given within **7 days** of the dissolution to the Registrar of Societies.

***PRESIDENT***  
***GENERAL SECRETARY***