

**CONSTITUTION OF  
CAREER DEVELOPMENT ASSOCIATION OF SINGAPORE**

**1. NAME**

- 1.1. This Society shall be known as the “CAREER DEVELOPMENT ASSOCIATION OF SINGAPORE”, hereinafter referred to as the “Association”.

**2 PLACE OF BUSINESS**

- 2.1 Its place of business shall be at “93 Toa Payoh Central #05-01, Toa Payoh Central Community Building, Singapore 319194” or such other address as may subsequently be decided upon by the Council and approved by the Registrar of Societies. The Association shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

**3 OBJECTS**

- 3.1 The objects of the Association are:
- (a) To promote the professional development and status of career development practitioners in Singapore.
  - (b) To serve as a common platform for all career development practitioners to foster professionalism and professional education and increase professional identity of practitioners.
  - (c) To be the voice of career practitioners in Singapore and to represent the interests of practitioners from any setting.
  - (d) To provide a body of research knowledge with regard to career development.
  - (e) To become the representative association for career practitioners in Singapore.
  - (f) To partner or to be affiliated to international organisations in career development.
  - (g) To enter into agreements with international organisations in career development on mutual recognition of credentials.

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

4.1 Membership is open to all persons regardless of gender, age, citizenship, nationality, race or religion.

4.2 The membership categories shall consist of the following 5 categories:

Fellows

Professional Members

Associate Members

Student Members

Corporate Members

4.3 Overseas members shall be admitted to any of the 5 membership categories stated in Clause 4.2 but they shall not have voting rights at general meetings of the Association and shall not have the rights to stand for election into the Council.

4.4 Non-Singapore Citizens who have obtained a valid employment pass or Permanent Resident status in Singapore are eligible to be admitted to the 5 membership categories stated in Clause 4.2. In the event that the workpass or Permanent Residency status expires or is revoked by the government, the said membership will be deemed as lapsed. They shall be entitled to all membership rights specified for their respective membership category.

4.5 Only members who are above 21 years of age shall have the right to vote and to hold office in the Association.

#### **4.6 Fellows**

4.6.1 Fellows must be nominated by 3 Professional members.

4.6.2 Must have significant/recognized contributions to the career development field. Significance is determined by the Council.

4.6.3 Nomination for Fellows is subject to the approval by the Council.

4.6.4 Fellows shall have the right to vote at all general meetings and shall be eligible to stand for election into the Council.

4.6.5 Fellows shall be entitled to use the designatory term “CDAS(F)”.

4.7 **Professional Members**

4.7.1 No persons shall be admitted as a Professional Member unless he has obtained a minimum certificate or diploma approved by the Council.

4.7.2 Eligibility of any other academic qualifications shall be considered on a case by case basis by the Council.

4.7.3 Applicants must have attained at least one recognised career certification or training. Recognition of certificates shall be determined by the Council.

4.7.4 Applications to the Professional Member category must have at least 3 years' experience in a career development related field.

4.7.5 Applications for Professional Member is subject to the approval by the Council.

4.7.6 Professional Members shall have the right to vote at all general meetings and shall be eligible to stand for election into the Council.

4.7.7 Professional Members shall be entitled to use the designatory term “CDAS(P)”.

4.8 **Associate Members**

4.8.1 Applications for Associate membership is open to any person with a keen interest in career development or career practice.

4.8.2 Application for Associate member is subject to approval by the Council.

4.8.3 Associate Members shall not have the right to vote at all general meetings and shall not be eligible to stand for election into the

Council. They, however, shall be allowed to attend general meetings but shall not be allowed to speak at those meetings.

4.8.4 Associate Members shall be entitled to use the designatory term “CDAS(A)”.

4.9 **Student Members**

4.9.1 Students must produce a valid student card or documentary evidence during application for membership.

4.9.2 Student Members shall not have the right to vote at Association meetings and shall not be eligible to stand for election into the Council. They, however, shall be allowed to attend general meetings but shall not be allowed to speak at those meetings.

4.10 **Corporate Members**

4.10.1 Legally registered entities/companies in Singapore with keen interest in career development or services approved by the Council shall be admitted as Corporate Members.

4.10.2 Overseas incorporated entities/companies shall be admitted as a Corporate Member at the discretion of the Council.

4.10.3 Representatives of Corporate Members shall be limited to not more than 2 as approved by the Council. The Council shall have the right to amend the number of representatives from time to time as it considers appropriate. Corporate Members shall not be allowed to vote at Association meetings and shall not be allowed to stand for election into the Council.

**5 APPLICATION FOR MEMBERSHIP**

5.1 A person or entity wishing to join the Association should submit his/their particulars to the Honorary Secretary on a prescribed form.

5.2 The Council will decide on the application for membership.

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

- 6.1 An entrance fee shall be imposed for every application for membership.
- 6.2 The amount of entrance fee shall be payable from time to time that shall be determined by the General Meeting on recommendation by the Council. However the initial entrance fee to be implemented before the first Annual General Meeting shall be decided by the Pro-tem Council and future changes to the amount shall be recommended by the Council and approved in a General Meeting.
- 6.3 Upon approval of membership, the annual subscription for the respective membership categories that shall be payable from time to time shall be determined by the General Meeting on recommendation by the Council. However the initial annual subscription to be implemented before the first Annual General Meeting shall be decided by the Pro-tem Council and future changes to the amount shall be approved in a General Meeting. The subscription year shall be based on calendar basis.
- 6.4 Notices/invoices for annual subscription shall be sent out to members in the first half of January each year and shall be due for payment before end of February each year.
- 6.5 In the event that the annual subscription remains unpaid by 28 February, a reminder will be sent.
- 6.6 In the event that by 10 March the annual subscription is still not paid, a final reminder giving seven (7) calendar days' notice for payment shall be sent.
- 6.7 If by 18 March the annual subscription is still not paid, the Council shall have the right to terminate the membership.
- 6.8 Annual subscription for all members, with the exception of Corporate Members, shall be reduced by 50% in the subscription year following the attainment of 65 years of age of the member.
- 6.9 All annual subscription must be paid by all voting members in order to be allowed to vote before any general meeting of the Association.

- 6.10 Any additional fund required for special purposes shall be proposed by the Council and approved by members at the general meeting of members.
- 6.11 The income and property of the Association whensoever derived shall be applied towards the promotion of the objects of the Association 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 Association or to any of them or to any person claiming through any of them.

## **7 SUPREME AUTHORITY AND GENERAL MEETING**

- 7.1 The supreme authority of the Association is vested in a General Meeting of the members.

### **Annual General Meetings**

- 7.2 An Annual General Meeting shall be held before 31 March in each year.
- 7.3 At least 14 calendar days' notice shall be given for an Annual General Meeting stating the date, time and place of the meeting. The notice shall be sent by the Secretary to all voting members together with an agenda of the meeting, the financial statements and the minutes of the last Annual General Meeting.
- 7.4 Notice by electronic emails shall be an acceptable way of giving the notice. The notice of meeting to Members without email addresses shall be sent by ordinary post to the address as stated in the Association's database. It is the responsibility of members to inform the Association of change of email, their address and other personal particulars.
- 7.5 At least 25% of the total voting membership or 30 voting members, whichever is the lesser, present at a General Meeting, inclusive of Annual General Meeting and Extraordinary General Meeting, shall form a quorum. Proxies shall not be constituted as part of the quorum.

- 7.6 For administrative convenience, the total voting members count shall be based on fully paid voting members 7 calendar days prior to the date of the meeting. Accordingly, members who pay at the Annual General Meeting shall not be entitled to vote.
- 7.7 In the event of a quorum not present within half an hour of the time fixed for the commencement, the meeting shall stand adjourned to half an hour later at the same place and same day, when those voting members present shall constitute the quorum. The adjourned meeting shall have no power to amend any part of the existing Constitution.
- 7.8 Any voting member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice in writing to the Secretary at least 7 calendar days before the meeting is due to be held.
- 7.9 Unless otherwise stated in this Constitution, voting by proxy is allowed at all General Meetings.
- 7.10 Non-voting members may attend the meeting but they shall not be allowed to speak at the meeting.
- 7.11 The following points will be considered at the Annual General Meeting:
- 7.11.1 The previous year's financial statements and the annual report of the Council.
- 7.11.2 Where applicable, the election of the Council members and Honorary Auditor for the following term.

#### **Extraordinary General Meetings**

- 7.12 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 voting membership or 30 voting members, whichever is the lesser, and may be called at any time by order of the Council. The notice in writing shall be given to the Honorary Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within 2

months from receiving this request to convene the Extraordinary General Meeting.

- 7.13 If the Council does not within two (2) months after the date of the receipt of the written request proceed to convene the Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving ten (10) days' notice to voting members setting forth the agenda to be transacted.
- 7.14 At least 14 calendar days' notice shall be given for an Extraordinary General Meeting stating the date, time and place of the meeting. The notice shall be sent by the Honorary Secretary to all voting members together with an agenda of the meeting.
- 7.15 Notice by electronic emails shall be an acceptable way of giving the notice. The notice of meeting to Members without email addresses shall be sent by ordinary post to the address as stated in the Association's records.
- 7.16 For administrative convenience, the total voting members count shall be based on fully paid voting members 7 calendar days prior to the date of the meeting. Accordingly, members who pay at the Extraordinary General Meeting shall not be entitled to vote.
- 7.17 In the event of a quorum not present within half an hour of the time fixed for the commencement, the meeting shall stand adjourned to half an hour later at the same place and same day, when those voting members present shall constitute the quorum. The adjourned meeting shall have no power to amend any part of the existing Constitution.
- 7.18 Non-voting members may attend the meeting but they shall not be allowed to speak at the meeting.



## **8 ELECTION OF COUNCIL**

- 8.1 Nomination Forms shall be sent to all voting members together with the Notice of the Annual General Meeting.
- 8.2 These forms must be returned in sealed envelopes to the attention of the Honorary Secretary at the registered office 3 days before the date of the meeting. The envelopes must be marked "NOMINATION FORM" on the top left hand corner.
- 8.3 After the close of nomination, three (3) members of the Council must be present to open the envelopes containing the Nomination Forms. They shall have the authority to decide if Nomination Forms are incomplete and are to be disqualified.
- 8.4 The results of the nomination shall be given to the Presiding Officer for announcement at the Annual General Meeting.
- 8.5 Where there is only one nomination received for a position in the Council, the Presiding Officer shall declare at the Annual General Meeting the person so nominated as being elected.
- 8.6 Where there is more than one nomination for an office, ballot papers will be prepared for voting members to cast their votes.
- 8.7 Two volunteer Scrutineers who are Professional Members and are not members of the Council shall observe the count of the votes and hand the results to the Presiding Officer to announce the results.
- 8.8 A candidate can be nominated up to 2 positions in the Council. However, if the candidate is elected in a position counting from the position of President downwards, the second nomination is deemed to have been withdrawn.

## **9 MANAGEMENT AND COUNCIL**

- 9.1 The affairs and business of the Association shall be entrusted to a Council consisting of the following to be elected at alternate Annual General Meeting:
- President
  - 1st Vice President
  - 2nd Vice President
  - Honorary Secretary
  - Assistant Honorary Secretary
  - Honorary Treasurer
  - 5 Council Members
- 9.2 The Immediate Past President shall be an Ex-Officio member of the Council and shall have voting rights at Council meetings.
- 9.3 Should the President be re-elected under Clause 9.1 then the Immediate Past President shall continue to serve as the Immediate Past President.
- 9.4 The inaugural Annual General Meeting shall be called within six (6) months after the approval of the registration of the Association by the Registrar of Societies.
- 9.5 Until the first Annual General Meeting is held, the ten (10) Founding Members shall hold its first meeting soon after the approval of the registration of the Association by the Registrar of Societies.
- 9.6 In the first meeting, the Pro-tem Council consisting of the Pro-tem President, the Pro-tem Vice President, the Pro-tem Honorary Secretary, the Pro-tem Honorary Treasurer and 5 Pro-tem Council Members shall be agreed upon by the ten (10) Founding Members.
- 9.7 The President and the majority of the Council shall be Singapore Citizens.
- 9.8 The term of office of the Council is two years. The election of the Council shall be held in every alternate year accordingly.

- 9.9 The term of the Honorary Treasurer shall not be more than two (2) terms.
- 9.10 A candidate wishing to stand for election in the post of President must have served two (2) terms in the Council in any position. This ruling shall only apply from the 5th Annual General Meeting onwards.
- 9.11 The Council may co-opt into the Council not more than 3 additional Council Members. These co-opted Council members however shall have no voting rights at the Council meetings.
- 9.12 A Council meeting shall be held at least once a month after giving seven (7) days, notice. Majority of the Council members must be present for its proceedings to be valid.
- 9.13 Any member of the Council absenting themselves from three (3) meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Council and a successor may be co-opted by the Council to serve until the next Annual General Meeting. The Council may however use its discretion in this matter.
- 9.14 Any changes in the Council shall be notified to the Registrar of Societies within 2 weeks of the change.
- 9.15 A member of the Council may use video conferencing at meetings and shall be treated as being present at the meetings.

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

- 10.1 The President shall chair all General and Council meetings. He shall also represent the Association in dealing with outside parties. In the event of a tie, the President shall have a casting vote in addition to his vote as a voting member.
- 10.2 The Vice-President shall assist the President and deputise for him in his absence.

- 10.3 The Honorary Secretary shall keep all records, except financial, of the Association and shall be responsible for its correctness. He shall keep all minutes of General and Council meetings and shall maintain an up-to-date Register of Members at all time. The Council may appoint an outsourced party for the secretarial assistance but the Honorary Secretary shall still be accountable.
- 10.4 The Honorary Treasurer shall be accountable for all funds collected and disburse all monies on behalf of the Association and shall keep an account of all monetary transactions and shall be accountable for its correctness even when the finance and accounting tasks are outsourced. He shall be responsible for the preparation of financial statements at the end of each financial year and for audit.
- 10.5 Council members shall assist in the general administration of the Association and perform duties assigned by the Council from time to time.

## **11 CHEQUE SIGNATORIES**

- 11.1 A bank account or accounts shall be opened in the Association's name and the cheque signatories shall be one (1) from Group A and one (1) from Group B as follows:

Group A: President or Vice-President

Group B: Honorary Treasurer

- 11.2 For amounts exceeding \$50,000.00, the expenditure must be approved by the Council.

## **12 AUDIT AND FINANCIAL YEAR**

- 12.1 Two (2) voting members, not being members of the Council, shall be elected as Honorary Auditors at alternate Annual General Meeting and shall hold office for a term of two (2) years only and shall not be re-elected for a consecutive term.

- 12.2 The accounts of the Association shall be audited by a firm of Certified Public Accountants and Chartered Accountants if the gross income or expenditure of the Association exceeds \$500,000.00 in that financial year, in accordance with Section 4 of the Societies Regulations.
- 12.3 The auditors shall be required to audit each year's accounts and present a report upon them to the Annual General Meeting.
- 12.4 The auditors may be required by the President to audit the Association's accounts for any period within their tenure of office at any date and make a report to the Council.
- 12.5 The financial year shall be from 1 January to 31 December.

### **13 VISITORS AND GUESTS**

- 13.1 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.

### **14 PROHIBITIONS**

- 14.1 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 Association's premises. The introduction of materials for gambling or drug taking and/or bad characters into the premises is prohibited.
- 14.2 The funds of the Association shall not be used to pay fines of members who have been convicted in court of law.
- 14.3 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.

- 14.4 The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 14.5 The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its Council or members unless with prior approval of its relevant authorities.
- 14.6 The Association shall not raise funds from the public or whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities, where necessary.

## **15 AMENDMENTS TO CONSTITUTION**

- 15.1 Amendments to the Constitution may be made at the Annual General Meeting or an Extraordinary General Meeting provided that 14 calendar day's written notice be given by the Honorary Secretary and enclosing details of the amendment(s).
- 15.2 Any resolution proposing any amendment(s) to the Constitution shall be null and void unless sixty percent (60%) of the voting members present vote in favour of such resolution.
- 15.3 No amendment(s) shall be enforced or applied without the prior approval in writing of the Registrar of Societies.

## **16 INTERPRETATION**

- 16.1 In the event of any matter or question arising out of any point not specifically provided for in the Constitution, the Council shall have the power to use its discretion and interpretation. The decision of the Council shall be final unless it is reversed at a General Meeting of members.

## **17 DISPUTES**

- 17.1 In the event of any disputes arising amongst members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with this Constitution. Should the members fail to resolve the matter, they

may bring the matter to the Singapore Mediation Centre for mediation with agreement of both parties at their own costs. In the event that one party disagrees, the next step is to bring to a court of law for settlement.

## **18 DISSOLUTION**

- 18.1 The Society shall not be dissolved, except with the consent of not less than sixty percent (60%) of the total voting membership of the Association for the time being resident in Singapore expressed either in person or by proxy, at an Extraordinary General Meeting convened for the purpose.
- 18.2 In the event of the Association being dissolved as provided above, all debts and liabilities incurred on behalf of the Association shall be fully discharged, and the remaining funds will be disposed in such a manner as the General Meeting of members may determine or donated to any approved charity or charities in Singapore.
- 18.3 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

**- END -**