



MUSLIM CONVERTS' ASSOCIATION OF SINGAPORE
(DARUL ARQAM SINGAPORE)

CONSTITUTION

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1. NAME

This association shall be known as the Muslim Converts' Association of Singapore.

2. PLACE OF BUSINESS

Its place of business shall be at 32 Onan Road, The Galaxy, Singapore 424484 or such other address as may be subsequently be decided upon by the Council and approved by the Registrar of Societies.

3. OBJECTS

The objects of the Association are:

- a) to provide religious guidance and to render assistance to members as may be necessary.
- b) to organise religious, literary and/or recreational activities, and to publish Islamic articles and/or literature.
- c) to participate and provide welfare services for the community where necessary.
- d) to represent the interests of all Muslim converts residing in Singapore.

4. MEMBERSHIP

a) Ordinary Membership or Life Membership

Any Muslim residing in Singapore may apply for Ordinary and/or Life Membership in the Association subject to the terms of this Constitution. Life or Ordinary Membership shall entitle the member to vote at any General Meeting and to hold office in the Council.

b) Associate Membership

Any person residing in Singapore may apply for Associate Membership in the Association subject to the terms of the Constitution. Associate members shall not be entitled to vote at any General Meeting and shall not hold office in the Council.

c) Student Membership

Student membership shall be open to all full time students studying in Singapore. Student members may not hold office in the Council of the Association and they have no voting rights at the General Meeting.

d) Application for membership shall be made in the prescribed forms and be forwarded to the Vice-President, Corporate Affairs or any other person appointed by the Council to receive them.

e) Every application for membership or renewal of membership shall be subject to the approval of the Council and payment of the membership fee as prescribed by the Council.

f) Muslim converts shall comprise at least two-thirds of the Ordinary and/or Life membership.

g) Membership shall be terminated only in accordance with the terms of this Constitution.

h) Membership shall lapse at end of each calendar year unless renewed by the 15th February of the following year, failing which the member concerned shall automatically cease to be a member.

5. FEES AND OTHER DUES

The members may, at the general meetings or extraordinary general meetings of the Association, prescribe such monthly or other subscriptions on such terms, as they deem fit, as well as to delegate in whole or in part, such power to the Council.

6. MANAGEMENT AND ORGANISATION

- a)
 - i) The management and control of the affairs of the Association shall be vested in the Council. The majority of Council members shall comprise of Singapore citizens.
 - ii) The Council shall consist of 17 Ordinary and/or Life members elected at a General Meeting.
 - iii) The Council shall have the power to co-opt any Ordinary and/or Life members to fill any vacancy in the Council which may occur during its term.
 - iv) The Council shall have the power to appoint not more than 4 Ordinary and/or Life members to serve in the Council, in addition to the 17 members already elected at the General Meeting, and the tenure of office of such members shall be the same as that of the other officers or members of the Council.
 - v) A President, who must be a Muslim Convert, shall be elected by the Council from amongst its members within 24 hours of the Council's election.
 - vi) The President shall appoint, subject to the approval of Council, not more than 7 Council members and not less than 3 Council members as office bearers.
 - vii) The Council shall be elected for a term of two years at an Annual General Meeting. All members of the Council shall be eligible for re-election except that the positions of Vice-

President, Finance and the Assistant Vice President, Finance shall not be held by the same persons for two consecutive terms. Re-appointment for the Vice-President, Finance and the Assistant Vice-President, Finance positions maybe considered after a minimum lapse of one term of two years.

- viii) Any Ordinary and/or Life member residing in Singapore is eligible to stand for election and to hold office in the Council, provided always that majority of the Council shall be comprised of Converts.
- ix) The Council may invite Mufti to be an advisor to the Association in matters concerning Islam and Islamic theological issues.
- x) The Council shall have the power to purchase, to take lease, acquire or otherwise sell or dispose of interest in any real or personal estate or property which may be deemed necessary or convenient for any purpose of the Association subject to 8.1(d)(iv).
- xi) The Council shall have the power to mortgage, pledge as security, grant Power of Attorney on any immovable, or movable property of the Association for loans or credit facilities which may be deemed necessary or convenient for any purpose of the Association subject to 8.1(d)(iv).
- xii) The Council shall have the power to let out the Association's properties, in full or part, as the Council considers expedient or necessary.
- xiii) The Council shall have the power, with the written approval of Registrar of Societies to form the Association Branches and shall appoint the Council to exercise, control and regulate the running of the Association Branches as it deem fit.
- xiv) The Branches shall be regulated by the "Branches' Rules" as prepared and approved by the Council. Any amendments to the Branches' Rules shall only be made by the Council.

- xv) The Council shall have the power to suspend and/or dissolve any branch which indulges in any activity in contravention of the aims and objects of the Association and/or the Constitution.
- xvi) Any changes to the Council shall be notified to the Registrar of Societies and the Commissioner of Charities within two (2) weeks of the change.
- xvii) The Council shall have the power to terminate the appointment of any office bearer by a vote of no confidence, through a majority vote at a Council meeting, especially if it is proved that he/she has been negligent in his/her duty. Such an office bearer may still remain as a Council member of the Association.
- xviii) The Council may appoint subcommittees and may delegate to such subcommittees its duties and power.
- xix) Whenever a member of the Council has in any way, directly or indirectly, an interest in a transaction or project or other matter to be discussed at a meeting, the member shall disclose the nature of the interest before the discussion on the matter begins.
- xx) The member concerned should not participate in the discussion or vote on the matter and should also offer to withdraw from the meeting and the Council shall decide if this should be accepted.

7. DUTIES OF THE PRESIDENT, VICE-PRESIDENT (CORPORATE AFFAIRS), VICE-PRESIDENT (FINANCE) AND ASSISTANT VICE-PRESIDENT (FINANCE)

- a) The President shall chair all Council meetings and shall be responsible for the proper conduct of business therein. Each Council member shall have one vote and in the event of a tie, the President shall have a casting vote. All minutes of Council

meetings, shall be signed by him after they have been approved in the manner prescribed.

- b) The Council shall elect among themselves, a Council member to conduct and manage the function of the President in the incapacity of the President.

c) **The Vice-President, Corporate Affairs shall:-**

- i) conduct the business and manage the affairs of the Association entrusted to him.
- ii) keep correctly the register of members and all papers, records, except financial, of the Association.
- iii) attend all Annual General meetings and Council meetings and record the minutes thereof.
- iv) represent the Association or cause the Association to be represented in negotiations and generally all matters affecting the Association.
- v) be responsible to arrange for the preparation of the Annual Report for submission to the Council for approval.
- vi) be responsible for the convening of all General Meetings and Council meetings.

d) **The Vice-President, Finance shall:-**

- i) present a statement of income and expenditure of the Association at Council meetings. In addition he shall also present a year-end financial report to the Council.
- ii) be responsible for the safe keeping of monies belonging to the Association.

- iii) cause every official receipt of the Association to be issued for every payment of donation received while a payment voucher, in respect of donation received while a payment voucher, in respect of every expenditure, shall be approved by the President and the Vice-President, Corporate Affairs or their respective assistants in their absence, and
- iv) the Vice-President, Finance shall expend up to S\$5,000.00 per month for petty expenses on behalf of the Association and will not keep more than S\$1,000.00 in the form of petty cash float. Money in excess of this will be deposited in a bank to be named by the Council. Cheques for withdrawal from the bank will be signed by the President or Vice-President, Corporate Affairs in addition to the Vice-President, Finance.
- e) The Assistant Vice-President, Finance shall assist the Vice-President, Finance in every aspect of his duties and shall act for the Vice-President, Finance during the Vice-President, Finance's absence. When so acting, he shall exercise all the powers vested in the Vice-President, Finance.

8. MEETINGS

8.1 Annual General Meetings

- a) The Annual General Meeting shall be held within three months of the close of the financial year ending on the 31st December.
- b) All Annual General Meetings shall be chaired by an Ordinary and/or Life member appointed by the Council by a majority vote.
- c) The Vice-President, Corporate Affairs shall give written notice to all members not less than 6 weeks before the date of the Annual General Meeting. Matters to be included in the agenda of the Annual General Meeting including proposals for Constitution amendments, shall be communicated in writing to the Vice-President, Corporate Affairs at least four weeks preceding the date of the Annual General Meeting.

- d) Annual General Meetings shall be held for:-
 - f) presentation of annual reports on progress and financial situation of the Association.
 - ii) election of the Council on every 2 years, and
 - iii) transaction of matters relating to the Association on the agenda.
 - iv) In particular, at the biannual Annual General Meeting whereby the Council is elected to grant the new elected Council powers, or at an Extra-Ordinary General Meeting, as set out in 6(a)(x) and 6(a)(xi).
- e) At all Annual General Meetings at least one-quarter or seventy-five of the Ordinary and/or Life members whichever is the lesser shall form a quorum. In the event of insufficient quorum the Annual General Meeting shall be adjourned for half-hour, and should the number of those present still fail to form a quorum, those present shall be considered a quorum but they shall have no power to amend the constitution.
- f) Any motion at any General Meeting shall be decided by the simple majority of vote of Ordinary and/or Life members.
- g) No amendment to this constitution shall be made except at a General Meeting and with the consent of two thirds (2/3) of the voting members present at the General Meeting, and they shall not come in force without prior sanction of the Registrar of Societies and Commissioner of Charities.
- h) An ordinary or life member of the Association may authorize, in writing, another ordinary member or life member of the Association to vote by proxy at an Annual General Meeting, and such a written authorization shall be deemed to be valid only for that single Annual General Meeting event. A written proxy shall also be counted for the establishment of a quorum at that Annual General Meeting. No ordinary or life member of the Association shall hold more than one proxy at an Annual General Meeting.

8.2 Extra-Ordinary General Meeting

- a) The Council may when they consider necessary or advisable and shall on the written requisition of not less than 20 members who are entitled to vote call an Extra-Ordinary General Meeting. The meeting must be held within 30 days of receipt of petition.
- b) The written petition provided for in this article shall be delivered to the Vice-President, Corporate Affairs and shall state the matter(s) for the agenda of the Extra-Ordinary General Meeting. The Vice-President, Corporate Affairs shall give written notice to all members at least 14 days prior to the date of the Extra-Ordinary General Meeting.
- c) The Extra-Ordinary General Meeting shall deal with such matters only as referred to in the preceding sub-clause and no other matters.
- d) At all Extra-Ordinary General Meeting, at least one-quarter or one hundred (100) of the Ordinary members and or Life members whichever is the lesser shall form a quorum. In the event of insufficient quorum at an Extra-Ordinary General Meeting, it shall be adjourned for half an hour, and should the number of those present still fail to form a quorum, those present shall be considered a quorum but they shall have no power to amend the constitution.

8.3 Council Meetings

- a) A Council meeting will be held at least once in two months after seven days' notice to the Council members has been given. At least one half of the Council members must be present for its proceedings to be valid. In the event of insufficient quorum the meeting shall be adjourned to future date and if there is still no quorum the members present shall proceed with the meeting.
- b) The President may call for a Council meeting at any time by giving four day's written notice to all Council members.

- c) The Vice-President, Corporate Affairs shall call for an emergency Council meeting, giving one weeks' notice, upon receipt of a written petition of at least five Council members.
- d) Any question at the Council meeting shall be decided by a majority of votes and if the votes are equal the President shall have a casting vote.
- e) The minutes of each Council meeting shall be recorded and certified correct by the Vice-President, Corporate Affairs and a copy thereof shall be sent to every member of the Council as soon as possible.
- f) A Council member who is absent for 3 consecutive meetings shall lose his/her position in the Council.

9 ALTERNATIVE ARRANGEMENTS FOR MEETINGS

- 9.1 The Association may convene, hold, conduct, or defer a meeting, whether wholly or partly, by electronic means, as an alternative arrangement.
- 9.2 The alternative arrangements for the convening, holding, conducting or deferral of a meeting are set out in the Standard Operating Procedures for Electronic (Virtual) Meetings which shall be approved by the members.

10 FINANCIAL MATTERS

10.1 Banking

- a) The Association shall open or cause to be opened in an approved bank such banking accounts in the name of the Association.
- b) The President or Vice-President, Corporate Affairs in addition to the Vice-President, Finance or Assistant Vice-President, Finance shall be co-signatories of the Association's banking account.

10.2 Expenditure

- a) The funds may only be expended in furtherance and running of the Association. No expenditure exceeding S\$500.00 for any one item will be incurred without prior sanction of the Council.

10.3 Account Books

- a) The account books shall be open for inspection by any member and to a credited person or persons, who has or have an interest in the funds of the Association, provided that seven clear days' notice in writing of such inspection shall be given to the Vice-President, Finance.

10.4 Audit Committee

- a) The Council shall appoint an Audit Committee, which is a Special Committee consisting of no less than 3 persons, who are not current office bearers in the Council. The Audit Committee shall be headed by an independent person who is not a Council member. Council members can be in the Audit Committee but shall not form its majority. The Audit Committee shall report its findings to the Council. The duration of the office of the Audit Committee shall be a term of two years, coinciding with the term of office of the Council that appoints it.

11 SUBCOMMITTEES

- a) The Council shall at its discretion form or dissolve subcommittees.
- b) The powers and duties of the subcommittee shall be decided by the Council.
- c) The Chairman of each subcommittee shall be appointed by the Council at its discretion.
- d) Subcommittees are directly responsible to the Council and shall not contravene any of the policies of the Association.

- e) Subcommittee shall not raise funds or collect donations without prior approval of the Council.
- f) All funds raised or donations collected by subcommittees shall be paid to the Vice-President, Finance within seven days of their receipts.

12 DISCIPLINARY ACTIONS

- a) **Disciplinary action may be taken by the Council against any member on the following grounds:-**
 - i) acting in any manner which in the opinion of the Council may discredit the Association.
 - ii) causing dissension amongst members.
 - iii) acting against the teachings of Islam.
 - iv) spreading misconceptions against Islam maliciously or irresponsibly.
 - v) being convicted of any offence punishable with imprisonment of 2 years or more or with fine of S\$2,000.00 or more.
- b) **Disciplinary action may take one or more of the following forms:-**
 - i) reprimand of the member.
 - ii) suspension of membership or any privilege for any period as the Council deems fit.
 - iii) termination of membership.
 - iv) disqualification from applying for membership for any period as the Council deems fit.

- c) Any member against whom disciplinary action has been taken may appeal to the Council against such action by giving written notice of the grounds of his/her appeal to the Vice-President, Corporate Affairs within one month from the date of being informed of such action.
- d) Any member whose membership is terminated shall not participate in any of the Association's activities or programmes.

13 PROHIBITION

- a) The Association shall not indulge in any political activity whatsoever or allow its fund and/or premises to be used for political purposes.
- b) The facilities of the Association shall not be used for the purpose prejudicial to the teachings of Islam.
- c) Gambling of any kind and the playing of paikow or mahjong whether for stakes or not is forbidden on the Association's premises. The introduction of materials for gambling or drug-taking and of bad characters into the premises is prohibited.
- d) The funds of the Association shall not be used to pay the fines of members who have been convicted in Court.
- e) The Association shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any trade Union activity as defined in any written law relating to trade unions for the time being in force in Singapore.
- f) The Association shall not hold any lottery whether confined to its members or not in the name of the Association or its office bearers, Council or members.

14 COMPLAINTS AND SUGGESTIONS

- a) Complaints and suggestions by members on any matters in respect of the activities or facilities of the Association shall be put in writing duly signed by the members concerned and submitted to the Vice-President, Corporate Affairs.
- b) The Vice-President, Corporate Affairs shall place such complaints and/or suggestions before the Council at its next meeting for consideration. All letters of complaints and/or suggestion shall be replied by letter to the member concerned.

15 TRUSTEES

- a) If the Association at any time acquires 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 becomes of unsound mind or moves permanently or is absent from the Republic of Singapore for a period of one year or more, 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 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 premises of the Association a document containing such proposal at least two weeks before to be discussed before the General Meeting. The result of such meeting shall then be notified to the Registrar of Societies and the Commissioner of Charities.
- b) The trustees of the Association shall not effect any sale or mortgage of property without the prior approval of the Council, which has been granted the relevant powers at the General Meeting by the members pursuant to 8.1(d)(iv).
- c) The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies and Commissioner of Charities.

- d) The maximum age limit for the Trustees shall be 75 years old.

16 BYE-LAWS

The Council may make such Bye-Laws as it consider necessary or expedient for giving full effect to the provisions and purposes of this Constitution and for the due administration thereof. A copy of such Bye-Laws shall be forwarded to the Commissioner of Charities.

17 INTERPRETATIONS

In the event of any question or matter arising out of any point which is not expressly provided for in the constitution and Bye-Laws, the Council shall have the power to use their own discretion.

18 DISSOLUTIONS

- a) The Association shall not be dissolved, except with the consent of not less than three-fifths of the Ordinary and/or Life members 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 Association being dissolved as provided above, or in the event the Association ceases to be a registered charity under the Charities Act, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged, and the remaining funds shall be donated to any Muslim charitable organisation(s) with similar objectives which is/are registered under the Charities Act as decided at the General Meeting.
- c) A certificate of Dissolution shall be given within seven days of the dissolution to the Registrar of Societies and the Commissioner of Charities.

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