CONSTITUTION OF

........................................... Thin Films Society .............................................

NAME

1.1 This Society shall be known as the “Thin Films Society”, which may be abbreviated as “TFS”, hereinafter referred to as the “Society”.

PLACE OF BUSINESS

2.1 Its place of business shall be at “Nanyang Technological University” or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies. The Society shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

OBJECTS

3.1 Its objects are:

a) To promote information and knowledge exchange on the scientific and engineering development related to thin films among researchers and practitioners in both academic and industrial arena.

b) To assist members on common problems encountered in thin films related research and development.

MEMBERSHIP QUALIFICATION AND RIGHTS

Two types of memberships will apply:

(1) Individual Membership
(2) Corporate Membership
4.1 Individual TFS membership shall be open to any individual with an interest in thin films R&D and applications. Corporate membership will be open to any corporation that manufactures, sells, or provides services or products connected to thin films, be it related to instrumentation, consumables, modeling software, or industrial manufacturing. Membership fees to the TFS shall be set by the TFS management committee and be for a specified two year period. Final authority concerning approval or termination of membership rests with the committee.

4.2 The membership shall cover a two year period commencing July 1 and ending June 30 of the following year. Members have a six month period of grace until December 31 of the first year of membership to make their payment of dues.

4.3 A TFS member may terminate membership without prejudice by written notice to the Treasurer.

4.4 The Treasurer shall maintain the membership list and prepare a TFS membership list for the TFS management committee annually.

4.5 Individual TFS members above the age of 21 shall have the right to vote in ASTF management committee elections and on proposals at or arising from the annual general meeting. Corporate TFS members will have one voting right per membership.

4.6 New proposals may be submitted by TFS members for inclusion on the agenda of the general meeting. Proposals shall be received by the Secretary thirty days prior to the meeting.

4.7 Membership privileges in the TFS may be withdrawn for due cause, at the discretion of the TFS management committee. A prorated balance of the membership dues will be refunded to the member upon withdrawal of membership privileges in the TFS.

MANAGEMENT AND COMMITTEE

5.1 The administration of the Society shall be entrusted to a Committee consisting of the following to be elected at [each / alternate] Annual General Meeting:

A President
A Vice-President
A Secretary
A Treasurer
Secretaries with special responsibilities (number and titles to be decided in the AGM as when needed)
3 Ordinary Committee Members

* Please select one and delete the alternative
# Please delete where inapplicable.
5.2 Names for the above offices shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. All office-bearers, except the Treasurer may be re-elected to the same or related post.

5.3 Election will be either by show of hands or, subject to the agreement of the majority of the voting members present, by a secret ballot. In the event of a tie, the Chairman of the meeting shall have a casting vote.

5.4 A Committee Meeting shall be held at least once every four (4) months after giving seven (7) days' notice to Committee Members. The President may call a Committee Meeting at any time by giving five (5) days' notice. At least half (½) of the Committee Members must be present for its proceedings to be valid.

5.5 Any member of the Committee absenting himself from three (3) 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. Any changes in the Committee shall be notified to the Registrar of Societies within two (2) weeks of the change.

5.6 The duty of the Committee is to organise and supervise the daily activities of the Society. The Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and shall always remain subordinate to the General Meetings.

5.7 Authorization of expenditures less than S$10,000 should be approved by the President and the Treasurer or Secretary. Only the Committee has the power to authorise Society expenditures of more than S$10,000.

DUTIES OF OFFICE-BEARERS

6.1 The President shall chair all General and Committee meetings. He shall also represent the Society in its dealings with outside persons.

6.2 The Vice-President shall assist the President and deputise for him in his absence.

6.3 The 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.
6.4 The 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 will not keep more than $1000 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 Treasurer and the Secretary or President. The Treasurer can appoint the Vice President to sign cheques on his/her behalf.

6.5 Ordinary Committee Members shall assist in the general administration of the Society and perform duties assigned by the Committee from time to time.

SUPREME AUTHORITY AND GENERAL MEETINGS

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

7.2 At least two (2) weeks' notice shall be given of an Annual General Meeting and at least ten (10) days' notice of an Extraordinary General Meeting. Notice of meeting stating the date, time and place of meeting shall be sent by the Secretary to all voting members. The particulars of the agenda shall be posted on the Society's website four (4) days in advance of the meeting.

7.3 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 total voting membership or thirty (30) voting members, whichever is the lesser, and may be called at anytime by order of the Committee. The notice in writing shall be given to the Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within two (2) months from receiving this request to convene the Extraordinary General Meeting.

7.4 If the Committee does not within two (2) months after the date of the receipt of the written request proceed to convene an 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 business to be transacted and simultaneously posting the agenda on the Society's website.

7.5 Unless otherwise stated in this Constitution, voting by proxy shall not be allowed at all General Meetings.

7.6 The following points will be considered at the Annual General Meeting:

   a) The previous financial year's accounts and annual report of the Committee.

* Please delete where applicable.
* Compulsory for all societies
b) Where applicable, the election of office-bearers and Honorary Auditors for the following term.

Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice to the Secretary one (1) week before the meeting is due to be held.

7.7 At least 25% of the total voting membership or thirty (30) voting members, whichever is the lesser, present at a General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum.

7.8 In the event of there being no quorum at the commencement of a General Meeting, 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 amend any part of the existing Constitution.

AUDIT AND FINANCIAL YEAR

8.1 Two (2) voting members, not being members of the Committee, shall be elected as Auditors at (each / alternate)* Annual General Meeting and will hold office for a term of one year only and shall not be re-elected for a consecutive term. The accounts of the Society shall be audited by a firm of Certified Public Accountants if the gross income or expenditure of the society exceeds $500,000 in that financial year, in accordance with Section 4 of the Societies Regulations.

8.2 They:
   a) Will be required to audit each year's accounts and present a report upon them to the Annual General Meeting.
   b) 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.

8.3 The financial year shall be from (to be assigned by the Registry of Societies).

TRUSTEES

9.1 If the Society at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.

9.2 The trustees of the Society shall:
   a) Not be more than four (4) and not less than two (2) in number.
   b) Be elected by a General Meeting of members.
c) Not effect any sale or mortgage of property without the prior approval of the General Meeting of members.

9.3 The office of the trustee shall be vacated:
   a) If the trustee dies or becomes a lunatic or of unsound mind.
   b) If he is absent from the Republic of Singapore for a period of more than one (1) year.
   c) If he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.
   d) If he submits notice of resignation from his trusteeship.

9.4 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 posting it on the website in the Society's premises at least two (2) weeks before the General Meeting at which the proposal is to be discussed. The result of such General Meeting shall then be notified to the Registrar of Societies.

9.5 The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

VISITORS AND GUESTS

10.1 [Visitors and guests may be admitted into the premises of the Society but they shall not be admitted to the privileges of the Society.

10.2 All visitors and guests shall abide by the Society’s rules and regulations.]*

PROHIBITIONS*

11.1 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 Society’s premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.

11.2 The funds of the Society shall not be used to pay the fines of members who have been convicted in court of law.

* Please select one and delete the alternative.
* Compulsory for all societies.
11.3 The Society 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.

11.4 The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

11.5 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 unless with the prior approval of the relevant authorities.

11.6 The Society shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities.

11.7 The Society shall not attempt to restrict or interfere with trade or make directly or indirectly any recommendation to, any arrangement with its members 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 service which adversely affect consumer interests.

**AMENDMENTS TO CONSTITUTION**

12.1 No alteration or addition/deletion 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 into force without the prior sanction of the Registrar of Societies.

**INTERPRETATION**

13.1 In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, 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.

**DISPUTES**

14.1 In the event of any dispute 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 a court of law for settlement.
15.1 The Society shall not be dissolved, except with the consent of not less than three-fifths ($\frac{3}{5}$) of the total voting membership 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.

15.2 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 disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.

15.3 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

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ANNEX

For the categories of societies listed below, the majority of the Committee Members must be Singapore Citizens. In addition, the President, Secretary, Treasurer and their deputies shall be Singapore Citizens or Singapore Permanent Residents. Foreign Diplomats shall not serve as Committee Members.

a) Religious societies

b) Societies which identify themselves publicly as or whose membership is confined exclusively to members of a single racial group or to a single nationality

c) Any society whose object, purpose or activity, whether primary or otherwise, is to represent; promote any cause or interest of; or discuss any issue relating to a class of persons defined by reference to their gender or sexual orientation

d) Any society whose object, purpose or activity, whether primary or otherwise, is to represent persons who advocate; promote; or discuss any issue relating to any civil or political right (including human rights, environmental rights and animal rights)

e) Any society whose object, purpose or activity, whether primary or otherwise, is to promote or discuss the use or status of any language