

CONSTITUTION OF THE
OPERATIONAL RESEARCH SOCIETY OF SINGAPORE

PART I

1. Name and Registered Office

- 1.1 This society shall be known as the OPERATIONAL RESEARCH SOCIETY OF SINGAPORE, hereinafter called the Society. The short name of the Society shall be ORSS.
- 1.2 The Registered Place of Business of the Society shall be in Singapore and shall be changed from time to time by the Management Committee subject to the approval of the Registrar of Societies.

2. Objects

The objects of the Society shall be: -

- 2.1 To promote the practical use of Operational Research in industry, commerce and public administration.
- 2.2 To contribute to the development of Operational Research in general.
- 2.3 To propagate the knowledge of Operational Research in Singapore.
- 2.4 To foster in the broadest sense the comprehending training and education of Operational Research.
- 2.5 To promote theoretical and applied research in Operational Research.
- 2.6 To develop the exchange of information and co-operation through its association with kindred societies.
- 2.7 To establish guidelines on the competence and specialisation of Operational Research.

3. Property and Business

The Society shall have power:-

- 3.1 To purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights or privileges for the purposes of the Society and to manage any property necessary for the work of the Society;
- 3.2 To sell, let, lease, mortgage, dispose of, or turn to account all or any of the property or assets of the Society with a view solely to the promotion of its objects;
- 3.3 To involve in the establishment, purchase or operation of, or participation in any manner, in any business or undertaking, including that of printing or publishing any reading material, on a co-operative basis or otherwise in the interests of and with the main purpose of furthering the interests of the Society.

4. Organisation

- 4.1 The supreme authority of the Society shall be vested in the Society at a General Meeting.

- 4.2 The management of the Society shall be vested in the Management Committee.
5. Prohibition
- 5.1 The funds of the Society shall not be used to pay the fines of members who have been convicted in Court.
- 5.2 The Society shall not engage in any political or trade union activity or any other purposes incompatible with the Objects of the Society.
- 5.3 Gambling of any kind such as the playing of paikow or mahjong whether for stakes or not are forbidden on the Society's premises. The introduction of materials for gambling or opium smoking and of bad characters into the premises is prohibited.
- 5.4 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 members.
6. Dissolution
- 6.1 The Society shall not be dissolved except with the consent of not less than three-fifths (3/5) of the members of the Society for the time being resident in Singapore expressed, either in person or by proxy at a General Meeting specially convened for the purpose.
- 6.2 In the event of the Society being dissolved as provided above, all debts and liabilities lawfully incurred on behalf of the Society shall be fully discharged, and the remaining funds or other assets shall be disposed of, as decided by the General Meeting.
- 6.3 Notice of dissolution shall be given to the Registrar of Societies within seven (7) days of the dissolution.

PART II MEMBERSHIP

7. Category and Eligibility

- 7.1 There shall be six categories of membership: - Student members, Associate members, Ordinary members, Life members, Corporate members and Honorary members.
- 7.2 Membership of the Society shall be open to
- 7.2.1 Associate members: Any person who has an interest in Operational Research may be admitted to associate membership but may not be eligible to stand for elections to the Management Committee.
- 7.2.2 Student members : Students of tertiary institutions who have an interest in Operational Research may be admitted to student membership but shall not be eligible to stand for elections to the Management Committee.
- 7.2.3 Ordinary members : Any person who is normally practitioner in the field of Operational Research may be admitted to ordinary membership and shall be eligible to stand for elections to the Management Committee.

7.2.4 Corporate members : Companies or representatives of firms or unincorporate bodies can be admitted to corporate membership. Corporate members are entitled to one vote but may not be eligible to stand for elections to the Management Committee.

7.2.5 Life members : Any person who is qualified for ordinary membership may apply for life membership.

7.3 The Management Committee may confer Honorary membership to an organisation or a person in recognition of its or his contribution or service to the Society. An honorary member shall not be entitled to receive notices of or attend or vote at any General Meeting, and shall not be entitled to any of the privileges or rights be subject to any liabilities of a member of the Society.

8. Admission to Membership

8.1 Any person desiring to become a member of the Society shall make an application to the Management Committee in accordance with such procedures as may be laid down by the Society.

8.2 If any firm or other unincorporated association should desire to obtain the advantages of membership, it shall nominate one of its members to act as its representative, apply in its name for membership and sign the application form as its representative and exercise the rights of membership on its behalf. Every person so nominated shall cease to be a member of the Society if his nomination is revoked by the body nominating him.

8.3 The Committee may from time to time elect any persons, who shall sign a written consent to their election, to be honorary members for life or for such other period as the Committee may determine and as such honorary members agree.

8.4 Payment of the necessary entrance fees and subscriptions by the approved applicants shall constitute admission to membership.

8.5 The Management Committee may approve or reject any application without assigning any reason thereof.

9. Cessation of Membership

9.1 Membership of the Society may be discontinued through:-

9.1.1 Resignation -- Any member may resign his membership by giving to the Honorary Secretary one month's notice in writing to that effect and paying all monies due to the Society;

9.1.2 Arrears of subscription as provided by Rule 16.5;

9.1.3 Expulsion -- Any member may be expelled, or his membership be suspended by the Management Committee if he is convicted of a criminal offence which in the opinion of the Management Committee is of a serious nature or if he is a bankrupt;

9.1.4 Disciplinary Action -- The Management Committee may expel any member, or suspend his membership, if he has conducted himself, whether in the premises or elsewhere, by word or act, in a manner deemed to be contrary to the Objects of the Society or detrimental to the interests of the Society and/or injurious to its reputation.

- 9.2 Any member who ceases to be a member by virtue of Paragraphs 9.1.3 and 9.1.4 shall be liable to pay all arrears of subscription due by him at the date of so ceasing to be a member.
- 9.3 The Society shall, through the Honorary Secretary notify in writing such member its decision to suspend or expel him from membership. The Society's decision shall be final. The name of any person who has been expelled from membership shall be removed from the Roll of Members.
- 9.4 A person whose name has been removed from the Roll of Members may apply at any time to the Society for reinstatement and such person may be reinstated conditionally or unconditionally as the Management Committee may in its discretion deem fit. The Society shall not be bound to reinstate him nor assign any reason thereof.

PART III THE MANAGEMENT COMMITTEE

10. Composition of the Management Committee

10.1 The Management Committee shall be constituted as follows :-

- a) A President
- b) A Vice-President
- c) An Honorary Secretary
- d) An Honorary Assistant Secretary
- e) An Honorary Treasurer
- f) Four Committee Members

10.2 The officers and members of the Management Committee shall be elected at the Annual General Meeting from among those nominated in accordance with Rule 12.

10.3 Members of the Management Committee shall hold office for one year and shall be eligible for re-election, but the Honorary Treasurer shall not hold office for more than two terms consecutively.

10.4 In the event of death, incapacity, resignation, expulsion or absence of a member of the Management Committee, the Management Committee shall have power to co-opt a member to fill the vacancy until the next election.

11. Management Committee Meeting

11.1 The Management Committee shall hold not less than four (4) meetings per year. The Honorary Secretary shall give seven (7) clear days' notice for the purpose of calling a Committee Meeting and the quorum shall be one-third (1/3) of the members of the Committee.

11.2 A special meeting may be called at the request of any five (5) members of the Management Committee. In the case of extreme urgency the Honorary Secretary may submit business to the Management Committee by circular letter address to all members of the Committee and a postal vote taken thereon. The decision on such business shall be confirmed and recorded in the minutes of the next meeting.

12. Nominations of Candidates for Election to the Management Committee
 - 12.1 Nominations for election to the Management Committee, duly signed by a proposer and a seconder, shall be submitted in writing to the Honorary Secretary fourteen (14) days before the date of the election.
 - 12.2 Where, due to the withdrawal of a candidate before election or to any other causes, there is an insufficiency of candidates to fill the numbers of seats, such nominations may be taken from the floor at the Meeting.
 - 12.3 With the exception of Paragraph 12.2 all nominations of candidates for election shall be notified to each member before the election.
13. Functions and Powers of the Management Committee
 - 13.1 The Management Committee shall have general control of the business of the Society, and shall be responsible for laying down the policies of the Society consistent with the Objects of the Society.
 - 13.2 The Management Committee shall have control of the finance of the Society.
 - 13.3 The Management Committee shall be empowered
 - 13.3.1 To consider applications for membership;
 - 13.3.2 To appoint sub-committee to assist in its work;
 - 13.3.3 To co-opt members to attend its Meetings. Such members may take part in the discussion, but shall have no voting rights;
 - 13.3.4 To decide on expulsion, suspension and reinstatement of members;
 - 13.3.5 To approve expenditure from the funds of the Society;
 - 13.3.6 To raise funds for the Society;
 - 13.3.7 To publish journal or journals;
 - 13.3.8 To appoint patrons and advisors as and when necessary.
14. Duties of Office Bearers
 - 14.1 The President shall chair all General and Committee Meetings of the Society, promote the development of affairs of the Society internally and represent the best interests of the Society in all matters with other external organisations.
 - 14.2 The Vice-President shall deputise for the President in the latter's absence and assist the President at all times.
 - 14.3 The Honorary Secretary shall transact all the business of the Society as directed by the Management Committee, attend to all correspondence on behalf of the Society, convene, attend and record the minutes of all meetings, and prepare the annual reports for submission to the Committee Meeting.
 - 14.4 The Honorary Assistant Secretary shall assist the Honorary Secretary in all his duties, deputise for the Honorary Secretary in his absence.
 - 14.5 The Honorary Treasurer shall be in charge of all the finances of the

Society, collect all monies on behalf of the Society and shall disburse all monies on the authority of the Management Committee, keep proper books of accounts and be responsible for all funds of the Society, deposit all monies with the Society's bankers, prepare a statement of annual accounts and submit to the Management Committee, and prepare annual estimates of income and expenditure for consideration by the Management Committee.

PART IV FINANCE

15. The Financial Year of the Society shall be the period from 1st January to 31st December of the same year.
16. Entrance Fees and Subscriptions
 - 16.1 Entrance fees and annual subscriptions in respect of membership shall be as determined by the Society from time to time.
 - 16.2 Entrance fees are payable on application and shall accompany the prescribed Application for Membership Form. Such entrance fees shall not be refundable except when an application for membership is rejected.
 - 16.3 Annual subscriptions are payable in advance on admission and thereafter annually. The name of the person whose application has been approved shall not be entered in the Roll of Members and he shall not qualify as a member until his subscription is paid. Annual subscriptions for any year must be fully paid within the first month of the Financial Year.
 - 16.4 A person approved as a member on or after the first of July in any year shall only be required to pay half of the prescribed subscription for that year.
 - 16.5 A member who has not paid his subscription after three written reminders that have been sent to him at his last address registered with the Society, shall cease to be a member and his name shall be removed from the Roll of Members. The reminders shall be issued at intervals of four weeks, the last of such reminders shall be by registered post. The rights and privileges of a member in arrears may be suspended by the Society until such arrears are made good.
17. The Treasurer may maintain a petty cash imprest account not exceeding the sum of S\$200.00 from which he is authorised to make payment for expenditure.
18. All cheques shall be jointly signed by the Honorary Treasurer and either the Honorary Secretary or President.
19. Auditors
 - 19.1 Two members shall be elected as Honorary Auditors at the Annual General Meeting and shall not hold office in the Management Committee. Their tenure of office shall be one year but they shall not be eligible for re-election to the same post.
 - 19.2 They are to audit all statements of accounts and submit a report to

the Management Committee for information.

- 19.3 The Management Committee shall reserve the right to appoint qualified external auditors to audit annual accounts and to present a report to the Committee.

20. Trustees

- 20.1 Any immovable property acquired at any time by the Society shall be vested in Trustees subject to a declaration of trust.
- 20.2 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 trusteeship. 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 trusteeship.
- 20.3 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 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.

PART V GENERAL MEETING

21. General Meetings of the Society shall be convened by the Honorary Secretary and shall be the Annual General Meeting and the Extraordinary General Meeting.

22. Annual General Meetings

- 22.1 The Annual General Meeting of the Society shall not be held later than April every year.
- 22.2 At least 21 clear days' notice in writing specifying the place, date and time of the Annual General Meeting shall be given.
- 22.3 The notice shall specify that resolutions to be put before the meeting shall be notified to the Honorary Secretary 14 clear days before the date of the meeting.
- 22.4 The agenda for the meeting, the Committee's annual report and the audited accounts for the preceding year shall be forwarded to the members before the date of the meeting.
- 22.5 The business to be transacted at the Annual General Meeting shall be:-
- 22.5.1 To receive and approve the Annual Reports and Accounts of the Society of the preceding year.
- 22.5.2 To elect the auditors and committee members for the current year.
- 22.5.3 To transact any other business, at least 10 clear days' notice in writing shall be given to the Honorary Secretary.

23. Extraordinary General Meeting

- 23.1 The Extraordinary General Meeting of the Society shall be convened by the Honorary Secretary on the instructions of the Management Committee, or on the written application to the Honorary Secretary of at least one quarter (1/4) of the members together with a statement of the objects for which the meeting is desired. Such a meeting shall be held within one month of the receipt of the application.
- 23.2 Notice of an Extraordinary General Meeting shall be posted to members not less than 10 clear days before the date of meeting.
- 23.2 Only the objects for which the Extraordinary General Meeting is called shall be on the Agenda.

24. Quorum and Voting

- 24.1 At least 20 per centum of the total membership of the Society eligible to vote shall be present at the commencement of the Annual General Meeting or Extraordinary General Meeting to constitute a quorum, provided that if the required quorum is not obtained, such 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 alter, amend or make additions to any of the existing rules or regulations.
- 24.2 Every student, associate, ordinary and corporate member of the Society is allowed to be present and vote at general meetings.
- 24.3 No member shall vote by proxy. Every member submitting a valid ballot paper shall have one vote.
- 24.4 Only members present shall vote. Voting at all general meetings shall be by secret ballot. Voting by a show of hands may be taken with the unanimous consent of all the members present.
- 24.5 Except as hereinafter provided motions at general meetings of the Society shall be carried by a simple majority vote.

PART VI AMENDMENT TO AND INTERPRETATION OF THE RULES

25. Amendment

- 25.1 Amendments to the Rules and Regulations shall be made only at an Annual General Meeting or at an Extraordinary General Meeting.
- 25.2 Proposed amendments to the Rules and Regulations shall be submitted in writing by one member and seconded by another member to the Honorary Secretary at least 28 clear days before the General Meeting and these proposed amendments shall be referred to the Management Committee, which shall make its recommendations thereon.
- 25.3 Amendments to the Rules and Regulations shall be carried by a two-third (2/3) majority vote of the members present and shall only come into force after the approval of the Registrar of Societies has been obtained.

26. Interpretation

- 26.1 In the event of any question or matter arising out of any point which is not expressly provided for in the Rules, the Management Committee shall have power to use their own discretion.

PART VII MISCELLANEOUS

27. Until the first Management Committee is elected, the Society shall be managed by a Protem Committee consisting of a President, a Secretary, a Treasurer and four Committee Members. The first Management Committee shall be elected within 3 months of registration of the Society.