

Proposed Changes for ICF Singapore Chapter Constitution 2024

	Current Section with highlighted section that needs changing	Proposed Change and/or additions	Rationale
1.	<p>Current terms/words used Ex-Co/ExCo or Executive Committee</p> <p>Two weeks' Ten days</p> <p>\$</p> <p>he his</p>	<p>Proposed reworded terms: Board</p> <p>Two (2) weeks' Ten (10) days</p> <p>SGD</p> <p>he/she his/her</p>	<p>Consistent terminology (Board, as opposed to ExCo etc)</p> <p>Clarity of numbers, symbols, pronouns</p>
2.	<p>2. Its place of business shall be at 20 Maxwell Road, #09-17 Maxwell House, Singapore 069113 or other such address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies. The ICF Singapore Chapter shall carry out its activities only in places, which have the prior written approval of the relevant authorities, where necessary.</p>	<p>2. Its place of business shall be at 138 Robinson Road #02-26 Oxley Tower, Singapore 068906 or other such address as may subsequently be decided upon by the Board and approved by the Registrar of Societies. The ICF Singapore Chapter shall carry out its activities only in places, which have the prior written approval of the relevant authorities, where necessary.</p>	<p>Updated the address</p>
3.	<p>5 APPLICATION FOR MEMBERSHIP</p>	<p>Propose to delete section 5 and move clause 5.1 under section 4 MEMBERSHIP QUALIFICATION AND RIGHTS</p>	<p>Streamline clustering</p>

4.	4 MEMBERSHIP QUALIFICATION AND RIGHTS	Propose to add this clause: 4.3 'Student Associates' may be offered to students on terms determined by the Board from time to time.	Provide for the possibility of offering a category for student associates to attract more members and give them a flavour of the learning experience with the Chapter
5.	5.1 All ICF Singapore Chapter members will be provided with a new members kit, which shall include a copy of the Society's Constitution, and invited to participate in all members' activities.	Propose to move clause under section 4 as point 4.2	Streamline clustering
6.	6.1 The entrance fees and subscriptions shall be determined by the General Meeting on recommendation from the Executive Committee from time to time.	Propose to remove this clause.	Not applicable as joining fees are determined by ICF Global. Local fees are captured in 5.2
7.	6.2 Annual subscriptions are payable through ICF International which collects these fees annually and advises ICF Singapore Chapter of the members' current payment status.	5.1 Annual subscriptions are payable through ICF Global which collects these fees annually and advises ICF Singapore Chapter of the members' current payment status.	Use consistent terminology
8.		5.2 Any additional local entrance fees and subscriptions shall be determined by the General Meeting on recommendation from the Board from time to time.	Enabling provision for charging local fees on top of ICF Global fees – decision for which needs a General Meeting

9.	<p>6.3 Any additional funds required for special purposes may only be raised from members with the consent of the General Meeting of members.</p>	<p>5.3 Any additional funds required for special purposes, excluding regular events and conferences may only be raised from members with the consent of the General Meeting of members.</p>	<p>Detailed for clarity that additional funding should be for special purpose only</p>
10.	<p>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 30 voting members, whichever is the lesser, and may be called at any time by order of the Executive 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 months from receiving this request to convene the Extraordinary General Meeting.</p>	<p>6.3 At other times, an Extraordinary General Meeting must be called by the President on the request in writing of 30 voting members, whichever is the lesser, and may be called at any time by order of the Board. 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 months from receiving this request to convene the Extraordinary General Meeting.</p>	<p>From consultation with lawyer, this was finalized to provide an objective number, as opposed to a moving % target.</p>
11.	<p>7.9 At least 25% of the total voting membership or 30 members, whichever is the lesser, present at a General Meeting shall form a quorum.</p>	<p>6.9 30 members present at a General Meeting shall form a quorum.</p>	<p>Ditto</p>
12.	<p>8.1 The management of the ICF Singapore Chapter shall be entrusted to an Executive Committee consisting of the following Office Bearers (eight positions): A President An Immediate Past President A President Elect A Vice President A Secretary An Assistant Secretary</p>	<p>7.1 The management of the ICF Singapore Chapter shall be entrusted to an Board consisting of the following Office Bearers (seven positions): (a) a President; (b) an Immediate Past President (c) a President Elect; (d) a Secretary and an Assistant Secretary; (e) a Treasurer and an Assistant Treasurer; and (f) 5 to 9 Ordinary Committee Members two</p>	<p>Removing the role of the Vice President as the Board has a President Elect and an Immediate Past President to step in for the President and so the Vice President does not have any portfolio to manage.</p>

	<p>A Treasurer An Assistant Treasurer and 5 to 9 Ordinary Committee Members two of which can be Alternate Members who serve 1- year terms.</p>	<p>of which can be Alternate Members who serve 1-year terms.</p>	
13.	<p>8.2 a) Each year the ExCo will announce the Election Calendar to all members, covering the following: The AGM date will serve as Election Day. Voting on-line will commence 21 days prior this AGM date.</p>	<p>7.2 (a) Each year the Board will announce the Election Calendar to all members, covering the following: The AGM date will serve as Election Day. Voting on- line will commence at least 21 days prior this AGM date</p>	<p>Providing for more days for voting and collating results before the AGM date</p>
14.	<p>8.3 b) If the PE resigns in term the Vice President will assume the duties of the PE until a new PE can be elected. If the ExCo cannot elect a suitable PE in mid- term then both President and PE will need to be elected at the next AGM – the President for a two-year term (President and IPP) and the PE for three years (PE, President, and IPP).</p>	<p>7.3 (b) if the PE resigns in term, the new PE will be nominated by the Board within 30 days. The P and the IPP will support the role till the new PE is nominated;</p>	<p>Streamline and concise sentence for clarity and also removing the role of the Vice President. This clause now provides a timeframe for nominating a new PE by the Board and provides for support from the President and IPP for the role of the PE in the interim.</p>
15.	<p>8.3 c) In order to create a balanced Executive Committee made up of new and existing members, approximately half of the members will come up for a two year term every election.</p>	<p>7.3 (c) in order to create a balanced Board made up of new and existing members, around half of the members will come up for election for a two-year term every year;</p>	<p>Consistent terminology (Board, as opposed to ExCo)</p>
16.	<p>8.4 Candidates for President and for President Elect shall have previously served at least one year in any Executive Committee position.</p>	<p>7.4 Candidates for President and for President Elect shall have previously served at least one (1) year in any Board position at the time of the AGM. The process for election of PE would be as specified in the Bylaws.</p>	<p>Establish a link to Bylaws that spell out operational process</p>

17.	<p>8.5 a) Should the President resign his/her position, or otherwise be unable to complete the term, the President Elect will immediately assume the position of President, completing the unexpired portion of that term plus the additional one year.</p>	<p>7.5 (a) Should the President resign his/her position, or otherwise be unable to complete the term, the President Elect will immediately assume the position of President, completing the unexpired portion of that term and then continue as President in the next term as originally elected.</p>	Further clarity of sentence
18.	<p>8.5 c) The ExCo may draft members onto the ExCo to maintain the number needed to accomplish the mission and objectives. Drafted members will serve only till the next election.</p>	<p>7.5 (c) The Board may co-opt members onto the Board to maintain the number needed to accomplish the mission and objectives. Co-opted members will serve as Deputy Director till the next election.</p>	Clarity of co-opted role Consistent terminology
19.	<p>8.8 Any member of the Executive Committee absenting himself from three meetings and/or Retreats in a calendar year will have his/her continued status on the Executive Committee reviewed by and with the President. If the Executive Committee member misses four meetings they may be asked to resign. The final decision will be made by a majority vote of the Executive Committee. A successor may be co-opted by the Executive Committee to serve until the next Annual General Meeting. Any changes in the Executive Committee shall be notified to the Registrar of Societies within two weeks of the change.</p>	<p>7.8 Any member of the Board absenting himself/herself from three (3) meetings and/or Retreats in a calendar year without any valid reasons in writing will have his/her continued status on the Board reviewed by and with the President. If the Board member misses three meetings, they may be asked to resign. The final decision will be made by a majority vote of the Board. A successor may be co-opted by the Board to serve until the next Annual General Meeting. Any changes in the Board shall be notified to the Registrar of Societies within two weeks of the change.</p>	Align with the Bylaws where it states, "A Director may also be removed for absence from 3 consecutive regular Board meetings". Also, clarity on absence with valid reason in writing to avoid confusion
20.	<p>9.0 The Executive Committee has the power to authorize the expenditure of a sum not exceeding \$5,000.00 per month from the ICF Singapore Chapter's funds for the ICF Singapore Chapter's purposes.</p>	<p>7.10 The Board has the power to authorize the expenditure of a sum not exceeding SGD10,000 per month from the ICF Singapore Chapter's funds for the ICF Singapore Chapter's purposes.</p>	Consistent terminology Revised expenditure level as chapter/event size and cost has evolved over the years

21.	<p>9.3 The Vice-President shall assist the President and President Elect in their absence. The Vice President will also be the person who takes primary responsibility to be the Ethics Lead and ensures that all ExCo members are trained in the ethical standards suggested by ICF Global. The VP will also chair one or more sub-committees as determined by the ExCo.</p>	Propose to remove this clause.	Consistent with item 12 above
22.	<p>9.6. Cheques, etc. for withdrawals from the bank will be signed by two Office Bearers: a) either the President, President Elect, or Vice President; and b) either the Treasurer, Secretary, or Assistant Treasurer</p>	<p>8.5 ... Cheques, etc. for withdrawals from the bank will be signed by two Office Bearers: a) either the President, or President Elect and b) either the Treasurer, Secretary, or Assistant Treasurer.</p>	Align authorization to office bearer portfolio
23.	<p>10.2 They: a) Will be required to audit each year's accounts and present a report upon them the Annual General Meeting.</p>	<p>9.2 They:- (a) Will be required to audit each year's accounts and present a report during the Annual General Meeting</p>	Correct grammatical error
24.	<p>13.2 The funds of the ICF Singapore Chapter shall not be used to pay the fines of members who have been convicted in court of law.</p>	<p>12.2 The funds of the ICF Singapore Chapter shall not be used to pay the fines and legal fees of members who have been convicted in court of law in his/her own personal capacity.</p>	Clarifying that fees and fines for conviction in personal capacity is not covered by the chapter funds
25.	<p>14.1 No alteration or addition/deletion to this Constitution shall be made except at a General Meeting (AGM or EGM) and with the consent of a majority of the members voting either on-line or in person, and they shall not come into force without the prior sanction of the Registrar of Societies.</p>	<p>13.1 No alteration or addition/deletion to this Constitution shall be made except at a General Meeting (AGM or EGM) and with the consent of a majority of the members present and voting either online or in person, and they shall not come into force without the prior sanction of the Registrar of Societies.</p>	Sentence clarity

26	<p>16.1 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.</p>	<p>15.1 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 are to first attempt settling the dispute at the Singapore Mediation Centre failing which the parties having the dispute may as a last resort bring the matter to a court of law for settlement.</p>	<p>Provide additional avenue for settlement before potentially costly legal case</p>
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