

Charity Act No : S 8/7/1986 – 0358
Registry of Society : ROS 139 – 80 - WEL
Registered Date : 21 AUG 80

CONSTITUTION OF
ADVENTIST HOME FOR THE ELDERS

Previous Revision: June 3, 1992

Last Revision: May 26, 2008

ARTICLE 1

NAME

The Home shall be known as the ADVENTIST HOME FOR THE ELDERS, referred to as the Home.

ARTICLE II

PLACE OF BUSINESS

The place of business of the Home shall be Block 195, Kim Keat Avenue, #01-294, Singapore 310195 or such other address as may subsequently be decided upon by the Board of Management and approved by the Registrar of Societies.

ARTICLE III

OBJECTS

The objects of the Home are:

- a. to serve in the spirit of love;
- b. to provide accommodation and care to the aged and the destitute aged, regardless of race, sex and religion;
- c. to meet emotional, physical, social and spiritual needs of the Home residents as well as to provide any other welfare programs for their benefit.

ARTICLE IV

MANAGEMENT

Sec. 1. Board of Management -- Composition

- a. The Home shall be managed by a Board of Management nominated, elected and appointed in accordance with Article IV Sec. 2 below and shall consist of not more than twelve members.
- b. The following are the office bearers:
 1. Chairman
 2. Vice-Chairman
 3. Secretary
 4. Assistant Secretary
 5. Treasurer
 6. Assistant Treasurer
 7. Not more than six Board Members

Sec. 2. Board of Management -- Term of Service and Method of Election:

- a. Each term of service shall be for a period of two years where:
 - i) not more than five members of the Board of Management shall be members of the Seventh-day Adventist Chinese Church Board;
 - ii) the election process shall require the Seventh-day Adventist Chinese Church to elect a Nominating Committee to nominate office bearers for the Home. The nominated office bearers shall be elected by the Seventh-day Adventist Chinese Church;
 - iii) the term of office for each office bearer shall be for two years from 1st January, and the election for new office bearers shall be held before 15 December of the preceding year; and
 - iv) any change in the office-bearers shall be notified to the Registrar of Societies and the Commissioner of Charities within two weeks of such change.
- b. The Treasurer and Assistant Treasurer are not eligible for re-election to the same post after serving for a continuous period of four years.

Sec. 3. Board of Management -- Powers

With a simple majority vote of those present, the Board of Management shall have the following powers:

- a. to appoint or terminate the services of all salaried workers of the Home;
- b. to appoint or terminate the services of all voluntary workers of the Home;
- c. to appoint sub-committees to take charge of any task recommended by the Board of Management;
- d. to invite suitable public-spirited persons to be Honorable Chairman and patrons of the Home;
- e. to appoint the services of internal/external auditors, internal auditor shall be for a term of two years and not be a member of the Board of Management;
- f. to make, alter or amend rules for the proper running of the Home; and
- g. to discharge any resident who contravenes any of the Rules and Regulations of the Home.

Sec. 4. Board of Management -- Duties

- a. The Board of Management shall be generally responsible for the proper and smooth operation of the Home towards attaining the stated objects.
- b. The Board of Management shall also require the Treasurer to close the accounts for audit as soon as possible after the close of each financial year.
- c. In addition, the Board of Management shall undertake strategic reviews regarding the business and direction of the Home from time to time.

Sec. 5. Duties of Officers:

- a. The Chairman shall preside at all Board of Management Meetings and represent the Home in its dealings with outside person;
- b. The Vice-Chairman shall deputise for the Chairman in the latter's absence.

- c. The Secretary shall:
 - i) issue notices and convene Board of Management Meetings, and
 - ii) keep a record of the proceedings of the Board of Management Meetings.
- d. The Assistant Secretary shall assist the Secretary and deputise for the Secretary in the latter's absence.
- e. The Treasurer shall:
 - i) collect and disburse all monies on behalf of the Home and keep an account of all monies received and paid;
 - ii) deposit all collections into a bank account in the name of the Home as directed by the Board of Management;
 - iii) hold a sum not exceeding such limit as decided by the Board of Management in writing as cash for petty expenses and deposit excess money into a bank account in the name of the Home;
 - iv) draw up statements of accounts as and when required;
 - v) liaise with the auditors to prepare statements of audited accounts;
 - vi) present statements of accounts at Meeting of the Board of Management;
 - vii) forward statements of audited accounts to all parties who are entitled to receive the same; and
 - viii) implement effective internal controls and procedures.
- f. The Assistant Treasurer shall assist the Treasurer and shall deputise for the Treasurer in the latter's absence.

Sec. 6. Board of Management -- Meetings

The Board of Management shall meet at least once a quarter. The Chairman may call a Board Meeting by giving seven days' notice. No Business shall be transacted at any meeting unless a quorum of not less than half of the members of the Board is present at the commencement of such meeting.

Sec. 7. Annual General Meetings

An Annual General Meeting of the Board of Management shall be held before 30 June of each year to approve the audited statements of accounts and the Annual Report for the preceding financial year, which written Notice of Meeting shall have been mailed to each member of the Board of Management at least one week prior to the meeting unless waived by unanimous written consent.

ARTICLE V

FINANCES

Sec. 1. Sources of Income:

- a) Contributions from the residents of the Home;
- b) Contributions from the Honorable Chairman and patrons of the Home;
- c) Donations and goodwill offerings;
- d) Proceeds from fund-raising projects;

Sec. 2. All monies and funds of the Home which are not immediately required to be expended for the purpose of the Home shall be deposited into the bank account in the name of the Home.

Sec. 3. Cheques may be drawn on the Home's account on the signature of the Chairman or Vice-Chairman, in addition to the signature of the Treasurer or Assistant Treasurer.

Sec. 4. If the Home is designated as an Institution of Public Character under the Charities Act, the accounts of the Home shall be audited annually by an accredited accountant. The audited statement of accounts must be approved by the Commissioner of Charities and any change of accountant must have the consent of the Commissioner of Charities.

Sec. 5. The audited statement of accounts shall be furnished to (1) the Chairman and members of Seventh-day Adventist Chinese Church Board, (2) the Commissioner of Charities, (3) Registrar of Societies and (4) all members of the Board of Management.

Sec. 6. The financial year shall end on December 31.

ARTICLE VI

CRITERIA FOR ADMISSION

- Sec. 1. For admission into the Home, an applicant should satisfy the following requirements:
- a. be a citizen or permanent resident of Singapore;
 - b. be at least sixty years of age;
 - c. be free from infectious diseases or mental illness;
 - d. ambulant and is able to cope with own basic needs, and
 - e. comply with any other requirements which the Board of Management deems necessary.
- Sec. 2. An applicant will be given priority if on public assistance or a destitute in consultation with the Ministry of Community Development Youth and Sports Elderly, Disability and Gambling Safeguards Division.

ARTICLE VII

AMENDMENT TO ARTICLE

- Sec. 1. No amendment to these Articles shall be made except with the concurrence of three-fourths of the entire Board of Management and such amendment shall not come into effect without prior sanction of the Commissioner of Charities and the Registrar of Societies.
- Sec. 2. No amendment shall be put to the vote, unless written notice which should include the proposed amendment, shall have been mailed to each member of the Board of Management at least one week prior to the meeting at which the amendment is to be voted on, unless waived by unanimous written consent.

ARTICLE VIII

PROHIBITIONS

- Sec. 1. Gambling of any kind, whether for stakes or not, is forbidden in the Home. The introduction of materials for gambling or drug taking and of bad character into the Home is prohibited.
- Sec. 2. The funds of the Home shall not be used to pay the fines of members who have been convicted in Court.

- Sec. 3. The Home 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.
- Sec. 4. The Home shall not hold any lottery, whether confined to its members or not, in the name of the Home or its office-bearers, Board of Management or Board members.
- Sec. 5. The Home shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- Sec. 6. Smoking and consumption of alcohol of any kind are prohibited in the Home.

ARTICLE IX

TRUSTEES

If the Home at any time acquire any immovable property, such property shall be vested in Trustees subject to a declaration of trust. The Commissioner of Charities and the Registrar of Societies must be notified of the address of each immovable properties, name of each Trustee and any subsequent changes. 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 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 Board of Management Meeting may remove him from his trusteeship. The Commissioner of Charities and the Registrar of Societies must be notified of any removal of Trustee or appointment of new Trustee to fill a vacancy. Vacancies in the trusteeship may be filled at the Board of Management Meeting, but the number shall not be greater than five or less than two. Notice of any proposal to remove a Trustee or to appoint a new Trustee to fill a vacancy shall be given by mailing to each member of the Board of Management at least one week prior to the meeting at which the removal or appointment is to be voted on.

ARTICLE X

STATEMENT

Public statements including circulars, letters, press releases and pamphlets, etc., must first receive the approval of the Board of Management before their release.

ARTICLE XI

DISSOLUTION

- Sec. 1. If the Board of Management is unable to continue operating the Home, prior three months' notice shall be given to the Ministry of Community Development Youth and Sports.
- Sec. 2. Should the Home be closed down because of there being no other organisation to take over or for any other reason, all debts and liabilities incurred by or on behalf of the Home shall be fully discharged and the remaining funds of the Home, if any, shall be donated to other charities with similar objectives that are registered under the Charities Act. Notice of dissolution shall be given within seven days of dissolution of the Home to the Registrar of Societies and the Commissioner of Charities.
