

**CONSTITUTION  
OF  
OPTICS AND PHOTONICS SOCIETY OF SINGAPORE**

**ARTICLE 1. NAME**

The name of the organization shall be "Optics and Photonics Society of Singapore" hereinafter referred to as "OPSS".

**ARTICLE 2. PLACE OF BUSINESS**

The registered place of business shall be at "WaveLab Scientific Pte. Ltd., Block 2, Bukit Batok Street 24, #06-09, Skytech Building, Singapore 659480" or such other place as may subsequently be decided upon by the Executive Committee and approved by the Registrar of Societies. OPSS shall carry out its activities in places and premises which have the prior approval of the relevant authorities, where necessary.

**ARTICLE 3. OBJECTS**

The objects of OPSS shall be, with the approval of the relevant authorities:

- (a) To promote the advancement of optics and photonics and their applications.
- (b) To facilitate the exchange of information about optics and photonics through meetings, exhibitions, publications, and other ways.
- (c) To publicize and disseminate information about optics and photonics and on matters concerning the profession.
- (d) To encourage the advancement of education in optics and photonics and the training of those interested in these fields.

**ARTICLE 4. MEMBERSHIP**

1. Membership of OPSS shall be open to all interested individuals and organizations in Singapore.
2. **PROCESS:** A person wishing to join OPSS should submit his particulars to the Secretary on a prescribed application form. Membership shall be effective after approval of membership application by the Executive Committee. A copy of the Constitution of OPSS shall be furnished to every approved member upon payment of the membership subscription.
3. **BENEFITS:** Membership shall entitle members to participate in all General Meetings, to serve on committees, and to receive all general communications.
4. **DUES:** The annual membership subscription shall be \$20.00.
5. All members who are not in arrears of the annual membership subscription shall be entitled to vote and to hold office.
6. **ORGANIZATION MEMBERSHIP:** Membership shall also be made available to organizations that are registered in Singapore. Organizations wishing to be an organization member of OPSS should submit their particulars to the Secretary on a prescribed application form. Approval of the organization membership shall be decided by the Executive Committee. The annual membership fee, to be paid to OPSS, shall be \$200.00 for each organization member. The representative of an organization member shall be entitled to vote.

**ARTICLE 5. ORGANIZATION STRUCTURE**

OPSS shall consist of the general membership, an Executive Committee, and various other sub-committees established according to the rules of this Constitution.

1. **EXECUTIVE COMMITTEE:** Each year, the members of OPSS shall elect a Chair, a Vice-Chair, a Secretary, a Treasurer, and three Sub-Committee Chairs, who comprise the Executive Committee. The Executive Committee shall provide leadership, have decision-making authority, and ensure year to year continuity. All members of the Executive Committee shall act on an honorary basis.
2. **NOMINATIONS:** Nominations for the following year's Executive Committee members shall be made by the incumbent Executive Committee on the prescribed nomination form issued by the Secretary together with the notice of Annual General Meeting. All nominations must be received by the Secretary at least fourteen days before the date of the Annual General Meeting. In the event of

insufficient nominations received prior to the Annual General Meeting, nominations shall be made from the floor at the Annual General Meeting. Candidates shall then be proposed and seconded at the Annual General Meeting.

3. **ELECTIONS:** Members of the Executive Committee shall be elected by a plurality of all votes cast by OPSS members present at the Annual General Meeting. Those who cannot attend the Annual General Meeting may vote by proxy.
4. **TERM OF OFFICE:** The term of the office of the Executive Committee is one year. All members of the Executive Committee, except the Treasurer, shall be eligible for re-election to the same post for a consecutive term. No Executive Committee member shall serve more than three consecutive terms.
5. **EXECUTIVE COMMITTEE MEETING:** An Executive Committee Meeting shall be held at least once every three months after giving seven days' notice to the Executive Committee members. The Chair may call an Executive Committee Meeting at any time by giving five days' notice. At least one-half of the Executive Committee members must be present for its proceedings to be valid.
6. **POWER OF EXECUTIVE COMMITTEE:** The duty of the Executive Committee is to organize and supervise the daily activities of OPSS. The Executive Committee may not act contrary to the expressed wishes of the General Meetings without prior reference to them and shall always remain subordinate to the General Meetings.
7. **STANDING COMMITTEES:** The three Standing Committees are: Membership and Publicity; Education; and Industry. The three Sub-Committee Chairs of the Executive Committee shall each be appointed as Chair of the Standing Committees. Additional members of the Standing Committees shall be appointed by the Executive Committee. The Executive Committee shall define the duties of the Standing Committees and delegate to them the power necessary to perform the duties. Additional Standing Committees may be formed as approved by the Executive Committee.

#### **ARTICLE 6. DUTIES OF OFFICE-BEARERS**

1. **Chair:** The OPSS Chair shall serve as a representative of OPSS and shall preside at General Meetings and Executive Committee Meetings. The Chair shall supervise all official affairs of OPSS.
2. **Vice-Chair:** The OPSS Vice-Chair shall assist the Chair and, in the absence of the Chair, shall take over the duties of the Chair.
3. **Secretary:** The OPSS Secretary shall keep all records, except financial, of OPSS, and shall be responsible for their correctness. The OPSS Secretary shall also maintain the minutes of all General Meetings and minutes of the Executive Committee Meetings, shall assist the Chair in supervising all official affairs, and shall maintain an up-to-date register of Members.
4. **Treasurer:** The OPSS Treasurer shall keep all records on financial matters, shall keep all funds and collect and disburse all moneys on behalf of OPSS, and shall keep an account of all monetary transactions and shall be responsible for their correctness.
5. **Standing Committee Chairs:** In the absence of the OPSS Chair and Vice-Chair, a senior Standing Committee Chair will be designated to preside at General Meetings. The Standing Committee Chairs shall provide organizational leadership in their respective Standing Committee and regulate the business of the Committee including the conduct of Committee Meetings.

#### **ARTICLE 7. ACTIVITIES**

OPSS shall hold General Meetings, and may undertake other activities consistent with the objects described in Article 3.

1. The supreme authority of OPSS is vested in a General Meeting of the members.
2. **GENERAL MEETINGS:** The Annual General Meeting of OPSS shall be held during the month of February on a date to be fixed by the Executive Committee. At least four weeks' notice shall be given to members of the date, place, time, and agenda of the Annual General Meeting.
3. The following points will be considered at the Annual General Meeting:
  - (a) The previous financial year's accounts and annual report of the Executive Committee.
  - (b) The election of office-bearers and the appointment of Honorary Auditors for the following term.
4. At other times, an Extraordinary General Meeting must be called by the Chair on the request in writing of not less than one-quarter of the total voting membership, and may be called at any time by order of the Executive Committee. At least two weeks' notice shall be given of an Extraordinary General Meeting. The Extraordinary General Meeting shall be convened within two (2) months

- from receiving this request to convene the Extraordinary General Meeting.
5. If the Executive 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 OPSS' notice board.
  6. Any member who wishes to place an item on the agenda of a General Meeting may do so provided that he gives notice to the Secretary two weeks before the meeting is due to be held.
  7. At least one-quarter of the total voting membership present at a General Meeting shall form a quorum. 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 members 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.
  8. OPSS CONFERENCES: Various OPSS conferences shall be organized in the form of joint auspices in cooperation with other professional societies and associations.

#### **ARTICLE 8. FINANCE**

1. The Executive Committee shall direct that true accounts be kept of all sums of money received and expended by OPSS and of matters in respect of which such receipts and expenditures take place, and of all the properties, credits and liabilities of OPSS.
2. All money belonging to OPSS received by the Treasurer shall be deposited in the account of OPSS to be opened at a bank approved by the Executive Committee. Payments of all accounts that are certified as correct by the Executive Committee shall be made therefrom by cheque signed by the OPSS Treasurer and one of the following:
  - (a) The OPSS Chair;
  - (b) The OPSS Vice-Chair;
  - (c) The OPSS Secretary.
3. The funds of OPSS may only be expended in furtherance of the objects of OPSS and for the maintenance and running of OPSS.
4. The Executive Committee may authorize the Treasurer to make payments on account of recurrent expenditure not exceeding \$500 per month. The Treasurer shall have the power to retain in his hands for current expense for OPSS a sum of money not exceeding \$500.
5. The Executive Committee shall adopt regulations not inconsistent with these rules for governing procedure in connection with all financial matters including, inter alia, the compilation of a record of membership, membership fees payable, and the preparation of periodical returns and annual audit Statements of Accounts.
6. The membership records and account books shall be open to the inspection of any member and to accredited persons who have an interest in the funds of OPSS, provided that a seven days' notice in writing of such inspection is given to the OPSS Secretary.

#### **ARTICLE 9. AUDIT AND FINANCIAL YEAR**

1. Two voting members, not being members of the Executive Committee, shall be elected as Honorary Auditors at each 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 OPSS shall be audited by a firm of Certified Public Accountants if the gross income or expenditure of OPSS exceeds \$500,000 in that financial year, in accordance with Section 4 of the Societies Regulations.
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 OPSS Chair to audit the accounts for any period within their tenure of office at any date and make a report to the Executive Committee.
3. The financial year of OPSS shall be from 1st January to 31st December.

## **ARTICLE 10. VISITORS AND GUESTS**

Visitors and guests may be admitted into the premises of OPSS but they shall not be admitted into the privileges of OPSS. All visitors and guests shall abide by OPSS' rules and regulations.

## **ARTICLE 11. PROHIBITIONS**

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 OPSS' premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
2. The funds of OPSS shall not be used to pay the fines of members who have been convicted in court.
3. OPSS shall not engage in any trade union activities as defined in any written law relating to trade unions for the time being in force in Singapore.
4. OPSS 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 to any goods or services which adversely affects consumer interests.
5. OPSS shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
6. OPSS shall not hold any lottery whether confined to its members or not, in the name of OPSS or its office-bearers, Executive Committee, or members, unless with the prior approval of the relevant authorities.
7. OPSS shall not raise funds from the public for whatever purpose without the prior approval in writing of the Director, Criminal Investigation Department and other relevant authorities.

## **ARTICLE 12. AMENDMENTS TO CONSTITUTION**

OPSS shall not amend its Constitution without the prior approval in writing of the Registrar of Societies. No alteration or addition/deletion to this Constitution shall be passed except at a General meeting and with the consent of two-thirds (2/3) of the voting members present at the General Meeting.

## **ARTICLE 13. INTERPRETATION**

In the event of any question or matter arising out of any point pertaining to day-to-day administration of OPSS which is not expressly provided for in this Constitution, the Executive Committee shall have power to use their own discretion. The decision of the Executive Committee shall be final unless it is reversed at a General Meeting of members.

## **ARTICLE 14. DISPUTES**

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.

## **ARTICLE 15. DISSOLUTION**

1. OPSS may be dissolved voluntarily by a resolution of the members, with the consent of not less than three-fifths of the total voting membership of OPSS for the time being resident in Singapore expressed either in person or by proxy, at a General Meeting convened for the purpose.
2. In the event of OPSS being dissolved as provided above, all debts and liabilities legally incurred on behalf of OPSS shall be fully discharged and the remaining funds will donated to an approved charity or charities in Singapore.
3. A Certificate of Dissolution shall be given within seven days of the dissolution to the Registrar of Societies.

*Approved November, 1994*

*Revised August, 1999*

*Revised June, 2008*

*Revised October, 2008*