



CONSTITUTION

1. **NAME:** The name of the Club shall be the Singapore Press Club.
2. **ADDRESS:** The place of business of the Club shall be at 1000 Toa Payoh North, News Centre, Singapore 318994 or at such other building as the general body of members may decide, subject to the approval of the Registrar of Societies. The Club shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.
3. **AIMS:** The Club shall:
 - 3.1 Promote interaction among media professionals engaged in the production and dissemination of news and features in Singapore and those in media-related professions;
 - 3.2 Organise lectures, talks and seminars of interest to media professionals;
 - 3.3 Organise activities and programmes that promote career development, especially for young media professionals;
 - 3.4 Organise social and networking gatherings for members and friends of the Club;
 - 3.5 Organise arts, culture and sports events to cater to the interests of members and friends of the Club;
 - 3.6 Organise overseas missions to promote cross-cultural communication and goodwill; and
 - 3.7 Organise any other activities that the Management Committee deems to be in the interest of the Club.
4. **MEMBERSHIP:**
 - 4.1 There shall be the following categories of membership:
 - Regular members
 - Associate members
 - Corporate partners/members
 - Social members
 - Non-Resident members
 - Honorary members
 - Life members



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- Student members

4.2 Any member of the Club, as defined in the categories above who has changed his occupation during his membership can remain a member in that category until the expiry of his annual membership.

4.3 Eligibility for membership for each category is as follows:

4.3.1 Regular Members

Editorial and management staff of newspapers, magazines, radio, television and news agencies, in any medium of language, are eligible to be regular members. Regular membership is also open to media professionals of digital media organisations, news photo services and feature services. Others who are engaged or involved in media-related activities may also be considered for regular membership as the Management Committee deems appropriate.

Resident professional freelance journalists whose main income is derived from the above media activities may be considered at the sole discretion of the Management Committee.

Every member under this category must be resident in Singapore.

Taking into account the composition of the regular membership, the Management Committee may admit non-editorial staff of the above-mentioned media entities as regular members if it is of the view that these members can assist in promoting the Club's objectives.

4.3.2 Associate Members

Those whose business or professional work is closely related with the media profession, such as public relations professionals and information officers in Government agencies may be admitted as Associate members.

Taking into account the composition of the associate membership, the Management Committee may admit ex-journalists, former media-related professionals and other non-media professionals as associate members, if it is of the view that these members can assist in promoting the Club's objectives.

4.3.3 Corporate Partners/Members

A corporation may be invited by the Management Committee to be a Corporate Partner of the Club if the Management Committee deems that it can assist the Club in promoting its objectives.



A Corporate Partner is entitled to nominate any three of its employees to be Corporate Members on payment of the applicable fees. A valid corporate membership can be transferred at any time to another staff in the corporation with the approval of the Management Committee.

A Corporate Partner may nominate more than three Corporate Members from among its employees (“additional corporate members”) subject to the approval of the Management Committee and payment of the applicable fees.

A Corporate Partner that has not nominated any Corporate Member for a consecutive period of three years shall be deemed to have terminated its corporate partnership.

4.3.4 Social Members

The Management Committee may invite those who are not eligible for Regular, Associate or Corporate Membership but who, in the judgment of the Management Committee, are able to contribute to or promote the Club’s interests to become a Social Member subject to the payment of the applicable fees.

4.3.5 Non-Resident Members

Any club member leaving the country may, upon application in writing prior to their departure, be accorded Non-resident membership status and may have his membership fees waived for a maximum period of three (3) years. Upon proper notification to the Club, on their return such members shall revert to their original Club membership subject to their eligibility for the applicable membership category.

4.3.6 Honorary Members

The Management Committee may invite any person who has contributed exemplary services to the Club to become an Honorary member of the Club subject to unanimous vote of approval at a properly constituted Management Committee meeting. No membership fees shall be levied on Honorary Members.

4.3.7 Life Members

Any Regular or Associate Member who has been an active member for a continuous minimum period of eight (8) years may apply to be a Life Member subject to the approval of the Management Committee and payment of the prevailing fees. Such a Life Member must also continue to meet the criteria of Regular or Associate Membership (as the case may be) for a further consecutive period of



five (5) years. If a Life Member changes his occupation and fails to meet the criteria of continuous Regular or Associate Membership within the first five (5) years of his Life membership, the Management Committee shall reserve the right to revoke his membership without compensation. Such revocation shall be at the sole discretion of the Management Committee.

The criteria set out above for Life Members will not apply to those who have been registered as Life members as at 1 April 2016, save for the immediate paragraph below.

In order to maintain the currency of the register of Life Members, the Management Committee shall from time to time, require Life Members to update their contact details. Life Members who remain not contactable for a consecutive period of two (2) years, shall have their membership revoked. The Management Committee may, subject to its sole discretion, consider appeals for reinstatement of Life membership and also impose administration charges.

4.3.8 Student Members

Students who are enrolled full-time in a degree or other certified programme at an accredited institution or university for journalism, mass communication, public relations or similar course may apply to become Student Members. All applications shall be accompanied by a letter from the school or a valid student card showing the expiry of the student status. Membership is subject to the approval of the Management Committee and the payment of the applicable fees, and is only valid for one year but renewable on proof of continued student status.

Upon graduation or discontinuation of study, former Student Members may apply to convert to Regular or Associate Members on proof that they meet the respective membership criteria.

4.4 The Club reserves the right to adopt additional membership categories as considered necessary and embark on any membership drive initiatives, implement incentives, including but not limited to varying membership fees or other privileges. This shall be at the Management Committee's sole discretion.

5. MEMBERSHIP FEES

5.1 Membership fees are payable at the following rates:

Regular : \$50 per annum
Associate : \$150 per annum
Corporate Partner : one-time \$1,000 and \$200 per Corporate Member per annum and \$250 for fourth and subsequent Corporate Member.



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Social	: \$100 per annum
Non-Resident	: Nil
Honorary	: Nil
Life (Regular)	: \$600 one time
Life (Associate)	: \$1,500 one time
Student	: \$40 per annum

- 5.2 The membership fees may be varied from time to time by a properly-constituted General Meeting on the recommendation of the Management Committee.
- 5.3 At the discretion of the Management Committee, administration fees amounting to 20% of the applicable membership fees may be levied for reinstatement of memberships that have lapsed beyond three (3) months. Upon payment of such administration fees and membership dues, the membership shall be renewed until the next applicable anniversary of the membership.
- 5.4 Members in arrears for more than six (6) months shall have their names removed from the Register of Members and shall no longer enjoy the rights and privileges of membership.
- 5.5 The income and property of the Press Club, irrespective of when and how derived, shall be applied towards the promotion of the objects of the Press Club as set forth in this Constitution. No portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or by way of profit to the persons who at any time are or have been members of the Press Club or to any person claiming through any of them

6. APPLICATIONS FOR MEMBERSHIP:

- 6.1 Applications for all categories of membership must be proposed and seconded by two members of good standing, at least one of whom shall be a regular member.
- 6.2 The Management Committee shall establish a Membership Sub-committee that shall comprise at least three members of the Management Committee, one of whom shall be a Vice President and who shall chair this sub-committee.
- 6.3 All membership applications shall be reviewed by the Membership Sub-committee. All decisions of the Sub-Committee shall be tabled at a Management Committee meeting for endorsement.
- 6.4 The Management Committee, on the recommendation of the Membership sub-committee, shall have the absolute discretion to reclassify the status of any member as and when it sees fit, and specifically in the event that the change of occupation contemplated in Article 4.2) occurs, and its decision shall be final and conclusive.



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- 6.5 Neither the Management Committee nor Membership Sub-Committee is obliged to offer reasons for rejected applications.
- 6.6 All new members shall be notified of the availability of the Club's Constitution which is available at the website : <http://www.pressclub.org.sg>

7. MEMBERSHIP PRIVILEGES:

- 7.1 In the matter of voting only those regular, associate and corporate members whose subscriptions are not in arrears shall be entitled to attend and to vote at meetings. In the matter of holding of an elective office on the Management Committee, only regular and associate members may be eligible to be elected to hold office.
- 7.2 Social members may only participate in social, cultural and sporting events as determined by the Management Committee and shall be required to pay the prescribed fees of each event.
- 7.3 Honorary members may be invited by the Management Committee to hold advisory positions in the Club but shall not be eligible to vote at the Club's general meetings.
- 7.4 Guests from other overseas press clubs, with reciprocal arrangements with this Club, are eligible to attend the Club's events, upon verification by the Club's Secretariat. Guests shall be required to pay the prescribed fees and charges for each events, if applicable.
- 7.5 Members shall observe all prevailing Club rules and by-laws and are fully responsible for the conduct of their guests on the Club events.

8. TERMINATION OF MEMBERSHIP:

- 8.1 A member may resign his membership on one month's notice, in writing, to the Honorary Secretary. Resignation shall not release a member from his obligations to the Club until all his dues are paid and his resignation accepted by the Membership Committee.

9. EXPULSION AND SUSPENSIONS:

- 9.1 Any member is liable for expulsion from membership for misconduct, non-payment of dues and such other misdemeanour as the Management Committee may decide by a simple majority vote at a properly-constituted meeting.
- 9.2 The Management Committee may suspend a member during period of investigations.



- 9.3 Prior to expulsion, a member shall have the right to a hearing with the Management Committee within two (2) weeks of notification.
- 9.4 Charges shall be listed in the notice given to the member requesting him to appear before a meeting to discuss his expulsion.
- 9.5 Non-appearance of a member, charged with misconduct, at a meeting shall not prevent the Management Committee from discussing the charges in the absence of the offending member and from deciding on a vote of expulsion.
- 9.6 A member so expelled shall be notified, in writing, and the notice sent to him by registered post.

10. MEETINGS:

- 10.1 The supreme authority of the Press Club is vested in a General Meeting of the members.
- 10.2 An Annual General Meeting shall be held each year in the month of March but no later than six (6) months from the close of its financial year. The serving Management Committee shall continue to hold office until a new Management Committee is elected. Unless otherwise stated in this Constitution, voting by proxy is allowed at all General Meetings.
- 10.3 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. The Honorary Secretary shall send a notice of meeting, stating the date, time and place of meeting to all voting members. The particulars of the agenda shall be posted on the Club's website four (4) days in advance of the meeting.
- 10.4 The quorum shall be thirty (30) members eligible to vote. Proxies shall not be constituted as part of the 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 those present who are eligible to vote shall be considered a quorum but they shall have no power to alter, amend or make additions to any part of the Constitution.
- 10.5 A Special (or Extraordinary) General Meeting may be called by the President on any date upon written request of no less than 25% of the total voting membership or thirty (30) members from Regular, Associate and Corporate members of the Club. When such a request has been properly made, the meeting must be convened not later than two (2) months after the receipt of such request specifying the subjects for which the meeting is requested. In the event of there being no quorum, the meeting shall be adjourned for half an hour and should the number then present be insufficient to form a quorum, those present who are eligible to vote (which shall not be less than ten (10)) shall be



considered a quorum but they shall have no power to alter, amend or make additions to any part of the Constitution.

10.6 All elections at the meetings shall be by a secret ballot. Everything else shall be by a show of hands unless otherwise decided and agreed to by a special vote.

11. MANAGEMENT COMMITTEE:

11.1 The Management Committee is delegated the duty to organise and supervise the daily operations of the Club and may not act contrary to the expressed wishes of the General Meeting without prior reference to it and always remains subordinate to the General Meetings. The term of office of the Committee is two (2) years.

11.2 All office-bearers, except the Treasurer and Assistant Treasurer may be re-elected to the same or related post for a consecutive term of office. All elections shall 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 President shall have a casting vote.

11.3 The Management Committee shall consist of not more than 15 members comprising a President who shall be a regular member, three Vice-Presidents, Honorary Secretary, Assistant Honorary Secretary, Honorary Treasurer, Assistant Honorary Treasurer, and not more than seven (7) ordinary Management Committee members, all of whom must be elected with the highest number of votes at an Annual General Meeting.

11.4 One of the three Vice-Presidents and two of the seven members of the Management Committee may be Associate Members. The other two Management Committee members shall be Regular Members.

11.5 The Management Committee shall meet at least six (6) times a year and the quorum shall be at least five (5) members. Notice of meeting shall be given at least seven (7) days in advance.

11.6 The Management Committee shall have the power from time to time to:

- a. co-opt any Club member to be a member of the Management Committee to fill a casual vacancy of an office bearer or an ordinary Management Committee member. In any addition, where the Management Committee deems fit, it may co-opt such Club member to be a member of the Management Committee to assist on any adhoc matters or where specific expertise is required.
- b. remove by resolution of the Management Committee (due to misconduct or breach of any term of the Constitution, rendering such member unfit to remain as a member of the Management Committee) or accept the resignation of any member of the Management Committee; and



- c. censure, suspend, or terminate the membership of any member of the Club for breach of any rule in this Constitution, or of any code of conduct or ethics adopted at a General Meeting.

All decisions relating to the above shall be via unanimous votes. Any member of the Management Committee removed from office pursuant to Article 11.6 (b) shall be allowed, within one month from office, to appeal to the General Meeting of members against such decision. The decision of the General Meeting shall be final.

- 11.7 The Management Committee also has the discretion to appoint sub-committees as it deems necessary for the proper administration of the Club. Appointed sub-committees will thereafter play an assisting role to the Management Committee in the administration of the Club.
- 11.8 All members of the Management Committee shall be eligible for re-election at the next Annual General Meeting except the Honorary Treasurer and the Assistant Honorary Treasurer, who may not hold the same post for more than two consecutive years.
- 11.9 Vacancies on the Management Committee shall be filled from the ranks of the appropriate category of membership by the Management Committee at a properly constituted meeting.
- 11.10 The Management Committee, through the Honorary Secretary and the Honorary Treasurer, shall prepare and furnish to the general membership an annual report together with a statement of account for approval at a properly constituted Annual General Meeting.
- 11.11 Management Committee Meetings may be conducted by means of telephone conference or other methods of simultaneous communication by electronic, telegraphic or other similar means by which all persons participating in the meeting are able to hear and be heard by all the other participants without the need for physical presence. The minutes of such a meeting signed by the chairman of the meeting shall be conclusive evidence of any resolution effectively passed in person. .
- 11.12 A telephone or video conference is deemed to be held at the place agreed upon by the members of the meeting, provided that at least two members are present at the agreed venue of the meeting. All members taking part in a video or telephone conference must announce and make themselves known to all participants. Any member who wishes to connect or cease to take part in the meeting at any interval must announce his attention to all members. As long as the the Management Committee Meeting remains quorate, it shall be deemed



to have been validly conducted notwithstanding such disconnection or cessation of the telephone or video call. In the event that a quorum does not remain, the validity of resolutions passed before such disconnection shall not be affected.

11.13 A resolution passed at a Management Committee Meeting may consist of several documents and have the same effect and validity, whether signed by members of the Management Committee in writing or approved via facsimile or telephone or video conference.

11.14 Any member of the Management Committee absenting himself from four (4) meetings consecutively without satisfactory explanation shall be deemed to have withdrawn from the Management Committee and a successor may be co-opted by the Committee to serve until the next Annual General Meeting.

12. PRESIDENT & OFFICE BEARERS:

12.1 At all meetings, Annual, Management Committee and/or Special (or Extraordinary) the President shall take the Chair. In his absence any one of the three (3) Vice-Presidents shall take his place. In the absence of all four, one member of those present shall be elected by a show of hands to take the Chair, provided there is a quorum.

12.2 The Honorary Secretary and Assistant Honorary Secretary shall keep all records, except financial, of the Club and shall be responsible for their correctness. He will keep minutes of all General and Committee meetings. He/she shall maintain an up-to-date Register of Members at all times.

12.3 The Honorary Treasurer and Assistant Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Club and shall keep an account of all monetary transactions and shall be responsible for their correctness.

12.5 Any changes in the Office Bearers in the Management Committee shall be notified to the Registrar of Societies within two (2) weeks of the change.

13. CONSTITUTION & BY-LAWS:

13.1 Notwithstanding any provision to the contrary, no alteration or addition/deletion to this Constitution shall be made except at a general meeting with the consent of not less than three-quarter (3/4) of the total Regular memberships present at the general meeting. No alteration or addition/deletion to this Constitution shall come into force without the prior sanction of the Registrar of Societies.



13.2 The Management Committee shall promulgate by-laws for the Management of the Club's premises, library and other properties, and such by-laws shall be adhered to by all members until they are annulled by a simple-majority vote at a properly constituted meeting of the Management Committee.

14. FUNDS:

14.1 All funds of the Club shall be under the custody of the Honorary Treasurer and/or Assistant Honorary Treasurer.

14.2. The Honorary Treasurer and Assistant Honorary Treasurer is authorised to manage any of the Club Funds in accordance with the authorisation in respect of expenses and investments as follows :

- a. Honorary Treasurer or Honorary Secretary, for any expenses up to \$2,000;
- b. President, for any expenses up to \$10,000;
- c. Management Committee, for expenses up to \$150,000;
- d. Management Committee, for investments in interest-yielding instruments, subject to unanimous approval;
- e. General Meeting, for all amounts exceeding \$150,000. Approval by the General Meeting is subject to the vote of three-fifth (3/5) of the Regular members attending a properly constituted general meeting.

14.3 Any payments by cheques, electronic transfers for withdrawals from the bank will be signed by the Honorary Treasurer and Assistant Honorary Treasurer and either the President or one of the three (03) Vice-Presidents.

15. FINANCIAL YEAR:

15.1 The financial year of the club shall close on 31 December.

15.2 The Club's account must be audited monthly by an internal auditor to be appointed by the Management Committee. The annual statement of account and balance sheet must be audited by a firm of chartered or certified accountants appointed at the Annual General Meeting.

15.3 The internal auditor and chartered/certified accountants:

- 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 Club's accounts for any period within their tenure of office at any date and make a report to the Management Committee.



17 PROHIBITIONS:

- 17.1 The funds of the Club shall not be used to pay the fines of members who have been convicted in court.
- 17.2 The Club 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.
- 17.3 The Club shall not indulge in any political activity or allow its fund and/or premises to be used for political purposes, provided that such prohibition does not compromise the right of the Club to invite persons of the political nature to attend and/or address Club functions in pursuance of the customary professional practices of journalists.
- 17.4 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 premises of the Club. The introduction of materials for gambling or drug taking and of bad characters into events or premises controlled by the Club is prohibited. No lottery may be conducted, whether confined to its members or not, in the name of the Club or its office-bearers, Committee or members unless with the prior approval of the relevant authorities.
- 17.5 The Club shall not hold any lottery, whether confined to its members or not, in the name of the Club or its office-bearers, Committee or members unless with the prior approval of the relevant authorities.
- 17.6 The Club 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, where necessary.

18 AMENDMENTS TO RULES:

- 18.1 Notwithstanding any provision to the contrary, no alteration or addition to these rules shall be made except at a general meeting with the consent of not less than 3/5 of the total Regular Memberships present.
- 18.2 No alteration or addition/deletion to these rules shall come into force without the prior sanction of the Registrar of Societies.

18 DISSOLUTION:

- 19.1 The Club shall not be dissolved, except with the consent of not less than three-quarter (3/4) of the total Regular Membership eligible to vote for the time being



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resident in Singapore expressed, either in person or by proxy at a general meeting convened for the purpose, or by postal vote.

19.2 In the event of the Club being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Club shall be fully discharged, and the remaining funds will be donated to a charity or charities as the members attending the meeting for the purpose of dissolution may decide by a simple majority vote.

19.3 Notice of dissolution shall be given with seven days of the dissolution to the Registrar of Societies.

