

## **CONSTITUTION OF**

### **RBKD – The Official Fan Club of Rui En**

#### **NAME**

1.1 This Society shall be known as the “RBKD – The Official Fan Club of Rui En” and as “瑞恩瑞不可当粉丝后援会” in Chinese, hereinafter referred to as the “Society”.

#### **PLACE OF BUSINESS**

2.1 Its place of business shall be at “20A Jalan Merdu (Singapore 548676)” or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies. The Society shall carry out its activities only in place(s) and premise(s) which have the prior written approval from the relevant authorities, where necessary.

#### **OBJECTS**

3.1 Its objects are:

- a) In support of the personality, Rui En, a Singaporean Celebrity. This includes any decision(s) and/or action(s) that may aid the personality in her career and/or may create possibly greater awareness and/or generate deeper understanding of the personality.
- b) In defence of the personality, Rui En, a Singaporean Celebrity. This includes any decision(s) and/or action(s) that may protect the personality from possible harm, defamation and/or negative implication(s).

- c) To shower care, concern and love to the personality, Rui En, a local Celebrity. This includes any decision(s) and/or action(s) that may affect the morale and/or state of emotion(s) of the personality positively.
- d) To bond and unite supporter(s) of the personality, Rui En, a local Celebrity. This includes any decision(s), action(s) and/or activities that can allow interaction and/or better understanding between the supporter(s).
- e) In the good name of the Society and/or of the personality, Rui En, a local Celebrity. This includes any decision(s), action(s) and/or activities that may result in positive implication(s) on the Society and/or the involved personality.

### **MEMBERSHIP QUALIFICATION AND RIGHTS**

4.1 Membership is open to all supporter(s) of local Celebrity, Rui En, regardless of Nationality or Gender. The minimum academic qualification would be PSLE (Primary School Leaving Examination) or its equivalent.

4.2 Membership is categorised as follow:

- a) Honourary Membership
- b) Priority Membership
- c) Ordinary Membership

Applicant(s) must meet the requirements necessary for the chosen membership category before they could be considered for membership.

4.3 The entry requirements for the above membership categories are elaborated as follow:

- a) Honourary Membership

Honourary Membership Scheme is designed to ensure continuity and consistency in the Society's operations under the guidance and advice of the Honourary Members. The scheme is also to ensure that the society remains rooted to the founding objects of the society.

Founding President, Peh Xin Yi, shall henceforth, be granted lifelong Honourary Membership unless she chooses to opt out.

Founding Executive Committee Member, Tan Bee Ping, shall henceforth, be granted lifelong Honourary Membership unless she chooses to opt out.

Honourary Membership may also be granted to a maximum of four (4) individuals who fulfil one of the following requirement(s), subjected to the nomination of the incumbent President:

1. Society's President who has served the society for more than one (1) year and six (6) months in the capacity of the society's President.
2. Committee members who have served the society for more than two (2) years in the capacity of an office-bearer.
3. Committee members who have served the society for more than three (3) years in the capacity of a sub-committee member and as an office-bearer for at least one (1) year.

Nominated Honourary Members would be subjected to a membership term similar to that of the Priority Members and Ordinary Members.

In the event a Priority Member and/or Ordinary Member is/are appointed as a Honourary Member, their Priority Membership and/or Ordinary Membership would be rendered void. At any circumstances, member(s) should only hold one (1) type of membership in the Society.

b) Priority Membership

To apply as a Priority Member under the Society's Priority Membership Scheme, applicant needs to firstly, fulfil all requirements in clause 4.1.

Secondly, the applicant is required to have a valid account with the Society's forum. Thereafter, the applicant is to accumulate three (3) valid IPCs (Involvement and Participation Credit) by participating in three (3) IPC (Involvement and Participation Credit) Activities. An IPC (Involvement and Participation Credits) shall be awarded to the participants of the IPC (Involvement and Participation Credit) Activity after the commencement of activity if there is no complaint of bad behaviour.

Lastly, upon the successful accumulation of three (3) valid IPCs (Involvement and Participation Credit), the applicant may submit his/her application for the Society's Priority Membership through the online application form on the Society's website.

c) Ordinary Membership

To apply as an Ordinary Member under the Society's Ordinary Membership Scheme, applicant needs to firstly, fulfil all requirements in clause 4.1.

Secondly, the applicant is required to have a valid account with the Society's forum. Thereafter, the applicant is to accumulate a post count of thirty (30) with relevant postings in the Society's forum in line with the forum's Netiquette (Online Etiquette).

Lastly, upon the successful accumulation of thirty (30) relevant posts as per reflected in the post count of the applicant's forum profile, the applicant may submit his/her application for the Society's Ordinary Membership though the online application form on the Society's website.

4.4 For a list of the approved IPC (Involvement and Participation Credit) Activities, please refer to the updated chart on the Society's website.

4.5 For details to organising and participation of IPC (Involvement and Participation Credit) Activities, please refer to the "IPC guidelines" on the Society's website.

For proposed IPC (Involvement and Participation Credit) Activities to be approved, the organiser(s) shall ensure a minimum turnout of seven (7) participants, with a minimum of one (1) Priority Member present. The organiser(s) shall then submit the IPC (Involvement and Participation Credit) Activity Consideration form, found on the Society's website. Participants of the approved IPC (Involvement and Participation Credit) Activities are awarded an IPC (Involvement and Participation Credit) if there is no complaint of bad behaviour.

The Committee may also, at their discretion, award IPC(s) (Involvement and Participation Credit) to any applicant(s), subjected to the majority votes of the Committee.

4.6 Membership term shall begin from 1<sup>st</sup> June of the year and ends on 31<sup>st</sup> May of the following year.

4.7 All membership are non-transferrable.

4.8 Only Honourary Member(s) and Priority Member(s), restricted to the following parameters, would be allowed to vote:

- a) Lifelong Honourary Members – Peh Xin Yi and Tan Bee Ping, shall have the right to vote with three (3) vote-counts each.

Lifelong Honourary Members may be represented by proxies in the event of their absence.

- b) Appointed Honourary Member(s) shall have the right to vote with two (2) vote-counts each.

Appointed Honourary Member(s) shall not be presented by proxies in the event of their absence.

- c) Priority Member(s), who have been a Priority Member for at least six (6) months, shall have the right to vote with one (1) vote-count.

Priority Member(s) shall not be represented by proxies in the event of their absence.

4.9 Only Honourary Member(s) and/or Priority Member(s) who are above 18 years of age and have been a Honourary and/or Priority Member for at least six (6) months shall have the right to hold office in the Society.

4.10 Member(s) shall not claim to be representing the Society without the written consent of the society's President.

4.11 Member(s) shall not engage in any activity that is against the objects of the Society.

4.12 Member(s) shall not engage in any activity that may be defamatory, intrusive, provocative and/or has negative implication(s) to the Society, her member(s) and/or the involved personality (Rui En).

4.13 Member(s) shall not claim ownership and/or use the properties of the Society without the President's consent.

4.14 Member(s) shall conduct themselves well at all times.

### **APPLICATION FOR MEMBERSHIP**

5.1 A person wishing to join the Society should submit his/her particulars to the Secretary on a prescribed form on the Society's website, according to the membership type he/she is applying to.

5.2 The Committee will decide on the application for membership.

5.3 Member(s) of the Society shall ensure the authenticity and validity of his/her particulars during the term of membership; the Committee may terminate his/her membership with immediate notice if member(s) are found to have provided unauthentic and/or invalid particulars.

### **ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES**

6.1 There shall be no entrance fee payable for all members.

6.2 There shall be no subscriptions payable by members. The funds of the Society shall be derived from free-will offerings.

6.3 There shall only be fund-raising conducted based on the needs and/or objects of the Society as advised by the Committee and with the consent of the President.

6.3 In the event of an unplanned need of fund as applicable towards the needs and/or objects of the Society, the President may at his/her discretion, conduct non-publicised fund-raising from selected member(s) of the Society, under the full awareness and approval from the Secretary and Treasurer.

6.4 In the event that the Secretary and/or Treasurer does not approve of the President's call for fund-raising under the special conditions as mentioned in 6.2, a Committee Meeting has to be called within 5 days to discuss and vote on the matter.

The Committee (excluding the President) must convene to a decision, by voting with a clear majority (more than 50%), in favour of the fund-raising call by the President as mentioned in 6.2, for the fund-raising to proceed.

6.6 The income and property of the Society whensoever derived shall be applied towards the promotion of the objects and the needs of the Society as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Society or to any of them or to any person claiming through any of them.

## **SUPREME AUTHORITY AND GENERAL MEETINGS**

7.1 The supreme authority of the Society is vested in the voting members of the society.

7.2 An Annual General Meeting shall be held in the month of May, on the last Saturday.

In the event that the Annual General Meeting is unable to commence on the last Saturday of May, it would have to be held no later than the second Sunday of June, unless otherwise approved by the Committee.

7.3 At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than 30% of the total priority membership or thirty (30) priority members, whichever is the lesser, and may be called at anytime by order of the 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 (2) months from receiving this request to convene the Extraordinary General Meeting.

7.4 At least two (2) weeks' notice shall be given of an Annual General Meeting and of an Extraordinary General Meeting. Notice of meeting stating the date, time and place of meeting shall be sent by the Secretary to all voting members. The particulars of the agenda shall be posted on the Society's forum four (4) days in advance of the meeting.

7.5 Unless otherwise stated in this Constitution, voting by proxy shall not be allowed at all General Meetings.

7.6 The following points will be considered at the Annual General Meeting:

- a) The previous financial year's accounts and annual report of the Committee.



Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice to the Secretary two (2) weeks before the meeting is due to be held.

7.7 At least 50% of the total priority membership or fifty (50) voting members, whichever is the lesser, present at a General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum.

7.8 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 number 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.

### **MANAGEMENT AND COMMITTEE**

8.1 The administration of the Society shall be entrusted to the President; the President shall be nominated and voted into office by the voting members at the Annual General Meeting. The appointment is official only with the acknowledgment of the personality involved, namely Rui En.

8.2 The appointed President may then appoint a Committee to aid him/her in the administration of the Society.

The President would assess the needs of the Society and recommend the optimum number of office-bearers for his/her committee in the new membership term.

8.3 The Committee is to consist of the following:

A President

A Secretary

A Second Secretary (Only if applicable)

A Treasurer

A Webmaster

A Web Content Editor

A Video Content Editor

A Logistics Manager

Ordinary Committee Members (Only if applicable)

Unless with the prior approval in writing of the Registrar or an Assistant Registrar of Societies, majority of the Committee Members shall be Singapore Citizens. In addition, the President, Secretary, Treasurer and their deputies shall be Singapore Citizens or Singapore Permanent Residents. Foreign Diplomats shall not serve as Committee Members.

8.4 Office-bearers, with the exception of the President and Treasurer, may concurrently hold more than one office.

Under extraordinary circumstances or a lack of suitable candidate, the President may temporary assume the office of the webmaster to ensure the smooth functioning of the society.

8.5 Name(s) for the above offices may be proposed at the Annual General Meeting. Unless facing strong objection(s) from the President and/or Honourary Member(s), otherwise, the committee may then be voted into office by the voting members at the Annual General Meeting.

8.6 Member(s) who hold membership and/or office in other Societies and/or Fan Club(s) shall not be considered for office unless the President and Honourary Member(s) are convinced that there is no conflict of interest between the Societies and/or Fan Club(s).

8.7 The President will at his/her discretion, provide training and guidance to the elected committee either personally or by an appointed candidate with the necessary experience. Upon the completion of the training, the committee member(s) would be subjected to probation of no shorter than two (2) weeks, exact duration of which is to be decided by the President.

Upon the completion of the probation, the elected committee may be formally appointed by the President, as a committee member.

8.8 All office-bearers may be re-appointed to the same or related post for a consecutive term of office. The term of office of the Committee is one year, concurrent to the Membership Term.

The Treasurer may only be re-appointed for a consecutive term of office with the support of the two appointed Honorary Auditors and with no strong objection(s) from the President and/or Honourary Member(s).

8.9 In the event that the committee member is found to be incapable of fulfilling the duties assigned and/or is suspected of integrity issues, the President may suspend the committee member from all duties until a decision is arrived following an investigation no longer than six (6) weeks after the first warning.

Any change(s) in the Committee shall be notified to the Registrar of Societies within two (2) weeks of the change.

8.10 In the event that members doubt the integrity and/or capability of the committee member, they may, in writing of not less than 10 priority members, request the President to withdraw the committee member's appointment.

The President will then conduct an investigation and a decision is to be announced in the Society's forum in no more than six (6) weeks from acknowledging the recipient of the request.

The committee member may be suspended of his/her duties, during the course of investigation, at the discretion of the President.

Any change(s) in the Committee shall be notified to the Registrar of Societies within two (2) weeks of the change.

8.11 The duty of the Committee is to organise and supervise the daily activities of the Society and to assist the President in achieving the objects of the Society. The Committee may not act contrary to their assigned duties and shall always remain subordinate to the supreme authority and the objects of the Society.

8.13 Office-bearer(s) who hold membership and/or office in other Societies and/or Fan Club(s) may be suspended of their duties and terminated of their membership with immediate notice at the President's discretion if the President deems that his/her involvement in other Societies/Fan Clubs is of conflicting interest to the Society.

Any change(s) in the Committee shall be notified to the Registrar of Societies within two (2) weeks of the change.

8.14 The involved personality, Rui En, may nominate a representative as the Advisor to the President and his/her Committee in the Society. In the absence of a nomination by the involved personality (Rui En), her managing company shall be automatically nominated to the advisory position, with the manager of the involved personality (Rui En) assuming the role of Advisor on behalf of the managing company.

The Advisor shall safeguard the interest of the involved personality (Rui En) and shall not be deemed as part of the Committee. He/She shall not be seen as a member or an office-bearer of the Society.

8.15 Unless otherwise specified, the Advisor shall act on behalf of the involved personality (Rui En) and her managing company in communicating with the Committee, this includes updating the Committee of the latest information and/or update(s) concerning the involved personality (Rui En).

The President shall notify the Advisor on Society matters periodically. The Committee is to seek prior approval from the Advisor on all matter(s) in the Society that involves the use of name of the involved personality (Rui En).

### **DUTIES OF OFFICE-BEARERS**

9.1 The President shall chair all General and Committee meetings. He/She shall also represent the Society in its dealings with outside persons.

In the event of his/her absence, the President may appoint for a committee member to deputise for him/her.

9.2 The Secretary shall keep all records, except financial, of the Society and shall be responsible for their correctness. He/she will keep minutes of all General and Committee meetings. He/She shall maintain an up-to-date Register of Members at all times. He/She shall administrate all membership application following the instruction(s) of the President.

The Secretary shall make sure that all confidential reports as per instructed by the President shall only remain in the knowledge of the persons indicated in the reports. He/She shall ensure that the President's consent is given before any persons, other than the persons indicated in the reports, can have access to the reports.

9.2 The Second Secretary shall complement and assist the Secretary in his/her duties and responsibilities.

9.3 The Treasurer shall keep all funds and collect all moneys on behalf of the Society and shall keep an account of all monetary transactions and shall be responsible for their correctness.

He/She is only allowed to disburse moneys on behalf of the Society with the approval of the President. All moneys will be deposited in a bank, in a joint-account between the Treasurer and the President, to be named by the Committee.

There shall not be more than \$700 in the joint bank account named by the Committee. Unless otherwise approved in written form by the President, the excess of which would be deposited in another bank to be named by the Committee.

9.4 The Webmaster shall see to the daily operation of the Society's website, forum, blog and all other online related resources and ensure that the Society's website, forum and blog are sound and functioning. The Webmaster shall ensure timely backups of the Society's website, forum, blog and all other online related resources, and keep the President updated of the health of the Society's website, forum, blog and other online related resources. He/She shall ensure that the backups of the Society's website, forum, blog and other online related resources are transferred onto the Society's Hard Disk Drives every six (6) months. He/She shall inform the Secretary after the scheduled backups are completed.

The Webmaster shall also administrate and moderate the Society's forum, providing help to member(s) and user(s) of the Society's online resources when technical assistance is necessary.

He/She will also oversee the designing matters in the Society and ensure the Society's website, forum, blog and online related resources meet the objects of the Society or as per requested by the President.

9.5 The Web Content Editor shall ensure that the content of the Society's website is up-to-date and shall assume the responsibility of updating the website and blog. He/She shall ensure the soundness and accuracy of the content in the Society's website. He/She shall also manage and administrate the Society's blog.

The Web Content Editor will also ensure the soundness and quality of the Society's pictorial resources in the gallery. He/She shall upload relevant pictorial(s) and scan(s) to the gallery in an updated and organised manner.

9.6 The Video Content Editor shall ensure the prompt uploading of relevant video content on the Society's video channel and to administrate the Society's video channel. He/She is to inform the Web Content Editor that the uploaded video is available for updating on the Society's website.

The Video Content Editor shall ensure that all video resources in its original form are transferred to the Society's Hard Disk Drives as backup resource every one (1) month. He/She shall inform the Secretary after the scheduled backups are completed.

9.7 The Logistics Manager shall keep a detailed log of all properties belonging to the Society and submit the report to the Secretary every three (3) months. In the event that the Logistics Manager is not holding to the listed properties of the Societies, the Logistics Manager shall ensure that the log clearly states where the properties are. He/She shall also ensure the properties are kept in good conditions and shall be responsible for any losses of the properties.

The Logistics Manager will man the online shop of the Society and ensure that a proper account is recorded. He/She shall keep a separate log of the items the Society's online shop is holding. The Logistics Manager shall not hold any money from the online shop; upon receiving the fund reimbursement from the online shop, he/she will deposit all moneys in a bank, in a joint-account between the Treasurer and the President, to be named by the Committee. He/She shall submit a monthly account of the Society's online shop to the Treasurer at the start of each month and to notify the Treasurer immediately upon receiving the fund reimbursement from the online shop.

All offline sales transaction(s) of the Society's inventory and/or sales transaction(s) of the Society's inventory conducted outside of the Society's online shop can only be conducted subjected to the approval of the President. The Logistics Manager shall not hold any money from the offline sales transaction(s) of the Society's inventory and/or sales transaction(s) of the Society's inventory conducted outside of the Society's online shop; upon receiving the payment from the offline sales transaction(s) of the Society's inventory and/or sales transaction(s) of the Society's inventory conducted outside of the Society's online shop, he/she will deposit all moneys in a bank, in a joint-account between the Treasurer and the President, to be named by the Committee. He/She shall include all offline sales transaction details of the Society's inventory and/or details of the sales transaction(s) of the Society's inventory conducted outside of the Society's online shop in the inventory log and account of the Society's online shop.

The Logistics Manager shall not conduct any transaction, of monetary and/or non-monetary nature, of the Society's inventory without the approval of the President.

9.8 Ordinary Committee Member(s) shall assist in the general administration of the Society and perform duties assigned by the Committee from time to time.

9.9 All Committee Members shall ensure the confidentiality of any discussion(s) and the content shall not be made known to any person(s) not indicated in the minutes, unless with the President's consent.

### **AUDIT AND FINANCIAL YEAR**

10.1 Two (2) priority members, not being members of the Committee, shall be appointed as Honorary Auditors at each Annual General Meeting and will hold office for a term of one year. They may only be appointed for a consecutive term with the support of the Committee (excluding the Treasurer) and if they have the support of more than 25% of the total priority membership or twenty-five (25) priority members, whichever is the lesser, present at a General Meeting.

The accounts of the Society shall be audited by a firm of Certified Public Accountants if the gross income or expenditure of the Society exceeds \$500,000 in that financial year, in accordance with Section 4 of the Societies Regulations.

10.2 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 President to audit the Society's accounts for any period within their tenure of office at any date and make a report to the Committee.

10.3 The financial year shall coincide with the validity of membership term.

### **TRUSTEES**

11.1 If the Society at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.



11.2 The trustees of the Society shall:

- a) Not be more than four (4) and not less than two (2) in number.
- b) Be appointed by the Supreme Authority.
- c) Not affect any sale or mortgage of property without the prior approval of the Committee.

11.3 The office of the trustee shall be vacated:

- a) If the trustee dies or becomes a lunatic or of unsound mind.
- b) If he is absent from the Republic of Singapore for a period of more than one (1) year.
- c) If he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.
- d) If he submits notice of resignation from his trusteeship.

11.4 Notice of any proposal to remove a trustee from his/her trusteeship or to appoint a new trustee to fill a vacancy must be given by posting it on the Society's forum at least two (2) weeks before the General Meeting at which the proposal is to be discussed. The result of such General Meeting shall then be notified to the Registrar of Societies.

11.5 The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

### **VISITORS AND GUESTS**

12.1 The Society does not operate in a physical premise and is hence, not admitting any visitor or guest.

## **PROHIBITIONS**

13.1 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 the Society's premises. The introduction of material(s) for gambling or drug taking and of bad character(s) into the premises is prohibited.

13.2 The funds of the Society shall not be used to pay the fines of members who have been convicted in court of law.

13.3 The Society 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.

13.4 The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

13.5 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 or members unless with the prior approval of the relevant authorities.

13.6 The Society shall not raise funds from the public for whatever purpose(s) without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities.

## **AMENDMENTS TO CONSTITUTION**

14.1 The Society 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 with the consent of the Committee with the Supreme Authority having the right to veto any decision. The amended constitution has to be approved and endorsed by the President before releasing.

## **INTERPRETATION**

15.1 In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, the Committee shall have power to use their own discretion. The decision of the Committee shall be final unless it is reversed by the Supreme Authority.

## **DISPUTES**

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.

## **DISSOLUTION**

17.1 The Society shall not be dissolved, except with the consent of the Supreme Authority.

17.2 In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged, and the remaining funds will be donated to an approved charity or charities in Singapore.

17.3 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

**- END -**