

CONSTITUTION OF THE WORLDSKILLS SINGAPORE NETWORK (WSN)

1 NAME, ADDRESS, AND AREA OF OPERATION

- 1.1 The Network shall be called the “WorldSkills Singapore Network”.
- 1.2 The registered address of the Network shall be at 10 Dover Drive, Singapore 138683 or at any premises as approved by the WorldSkills Singapore Council (WSSC).
- 1.3 The area of operation of the Network shall be within the Institute of Technical Education and the Polytechnics or premises approved by the WorldSkills Singapore Council.

2 INTERPRETATION

- 2.1 In this Constitution, unless otherwise stated:
 - 2.1.1 “Management Committee” means the governing body of the Network which is responsible for the management of the affairs of the Network;
 - 2.1.2 “WSS” means the WorldSkills Singapore (formerly known as National Skills Competition);
 - 2.1.3 “WSC” means the WorldSkills Competition;
 - 2.1.4 “WSN” means the WorldSkills Singapore Network;
 - 2.1.5 “Officers” includes the President, Vice-President, Honorary Secretary, Honorary Treasurer, Assistant Honorary Secretary, Assistant Honorary Treasurer, Members of the Management Committee, or any other persons empowered under the Constitution to give directives with regard to the activities of the WSN;
 - 2.1.6 Words importing the masculine gender shall include the feminine gender and words importing the singular shall include the plural.

3 OBJECTIVES

- 3.1 The objectives of the WSN shall be to:
 - 3.1.1 Enhance the standards of training and preparation for WorldSkills international and local competitions;

- 3.1.2 Inspire and motivate the Singapore teams to excel in WSC; and
- 3.1.3 Promote professional interests and networking among members.

- 3.2 In furtherance of its objectives, the WSN shall be at liberty to:
 - 3.2.1 Hold annual general meetings and meetings;
 - 3.2.2 Organise networking or professional activities for its members;
 - 3.2.3 Contribute to the preparation & training of WSC teams through activities such as sharing sessions;
 - 3.2.4 Contribute to the organisation and conduct of the WSS/WSC, e.g. serving as member of the WSS Technical Working Group, Singapore experts/coaches at the WSC;
 - 3.2.5 Establish channels of communications for members, such as creation of the WSN e-newsletter and website; and
 - 3.2.6 Do all other things that are incidental to or necessary for the attainment of the objects of the WSN.

4 MEMBERSHIP

4.1 Membership

All WSS finalists shall be eligible as members of the WSN.

4.2 Application for Membership

All WSS finalists will be given the opportunity to apply to be a WSN member. Every application for membership shall be submitted to the Honorary Secretary on a form prescribed by the Management Committee and shall contain the full name, address, nationality, occupation and any other relevant particulars of the applicant. Membership shall be approved by the Management Committee.

4.3 Right of Members

Every member shall, unless otherwise disqualified, have the right to:

- (a) Avail himself for all services of the WSN;
- (b) Be eligible to participate in, vote at and stand for election to office; and
- (c) Enjoy all other rights provided by the Constitution.

4.4 Cessation of Membership

Membership shall cease if any of the following events occurs:

- (a) Expulsion from the WSN in accordance with item 4.5
- (b) Written notification by member to withdraw from WSN;
- (c) Failure to update WSN on mailing address despite reminders; and
- (d) Death or insanity.

4.5 Expulsion

If any member contravenes any provisions of the Constitution or acts in any way detrimental to the interest of the WSN, he may be expelled by the Management Committee provided that he is given reasonable opportunity to show cause as to why he should not be expelled.

5 MEMBERS' MEETINGS

5.1 Types of Members' Meetings

There shall be two kinds of Members' Meeting: Annual General Meeting and Extra-Ordinary General Meeting.

5.2 Annual General Meeting

The Annual General Meeting shall be convened by the Management Committee and shall be held not later than six months after the end of the financial year.

5.3 Extra-Ordinary General Meeting

An Extra-Ordinary General Meeting shall be convened by the Management Committee at any time or on receipt of a requisition for such a meeting signed by at least 20% of the total number of Members or **50** Members, whichever is less, stating the objective of the meeting.

5.4 Requisition of Members' Meeting

If the Management Committee fails to convene a meeting in accordance with item 5.3 within 1 month of receiving the requisition for the meeting, the Members making the requisition shall have the power to convene the meeting themselves by notice to all Members of the WSN stating the objects of the meeting and the fact that the Management Committee has failed to convene the meeting.

5.5 Notice of Members' Meeting

Notice of every Members' Meeting shall be sent to each Member entitled to attend the meeting at least 7 clear days, and in the case of a proposed amendment to the Constitution at least 15 clear days, prior to the date of the Members' Meeting provided that an accidental omission to comply with this requirement shall not invalidate the proceedings at the meeting. The notice shall state the matters for discussion and the resolutions to be proposed and no other subject shall be discussed without the consent of the majority of the Members present and voting at such Members' Meeting.

5.6 Functions of the Annual General Meeting

The functions of the WSN Annual General Meeting are to:

- (a) Consider and confirm the minutes of the last Annual General Meeting;
- (b) Consider the reports of the Management Committee;
- (c) Consider and adopt any amendments to the Constitution; and
- (d) Elect members to the Management Committee.

5.7 Quorum at a Members' Meeting

5.7.1 No business shall be transacted at any Members' Meeting unless a quorum of Members is present. The Quorum necessary for such a meeting shall be 20% of all Members qualified to vote or **20** such Members, whichever is less;

5.7.2 If the Members present are not sufficient to form a quorum within 30 minutes after the time fixed for the Members' Meeting, the Members present shall form a quorum, except that a Members' Meeting with such reduced quorum shall not have the power to amend the Constitution and any resolution passed at the meeting shall not be valid unless it has been passed by majority of two-thirds of the Members present.

5.8 Representation and Voting at Members' Meeting

Each WSN member shall have one vote. Any question referred to the Members present at a Members' Meeting shall be decided by a majority of votes. The President shall have no casting vote. Voting at all Members' Meetings shall be conducted by ballot with at least two-thirds of the Members present. In the case of election of officers, voting shall be by secret ballot.

5.9 Passing of Resolutions

Any resolution shall be passed by not less than a prescribed majority of the Members' present and voting at a Members' Meeting.

5.10 Resolution for Amendments of the Constitution

A resolution to amend the Constitution shall be passed by not less than 60% of the Members present and voting at a Members' Meeting duly summoned.

5.11 Minutes of the Members' Meeting

Minutes of the Members' Meeting shall be entered in the minutes book and shall contain:

- (a) Number of Members present at the meeting and the name of the President who presided;
- (b) Time the meeting commenced and ended; and
- (c) Resolutions and decisions made at the meeting.

5.12 Reading of the Minutes

The minutes of each meeting shall be read or shall be taken as read if previously circulated at the next meeting and if confirmed or after amendment, signed by the President of the meeting and the Secretary, and when so signed shall be the evidence of anything contained therein.

6 MANAGEMENT COMMITTEE

6.1 Composition of the Management Committee

6.1.1 The control of the affairs of the WSN shall be entrusted to a Management Committee comprising up to twelve (12) members, elected by post at Annual General Meeting:

- (a) A President;
- (b) A Vice-President;
- (c) A Honorary Secretary;
- (d) An Assistant Honorary Secretary;
- (e) A Honorary Treasurer;
- (f) An Assistant Honorary Treasurer; and
- (g) Up to six (6) Committee Members.

6.1.2 The term of office of the President, the Vice-President, the Honorary Treasurer, the Honorary Secretary, Assistant Honorary Secretary, Assistant Honorary Treasurer and elected Committee members shall be

two (2) years. All appointed and elected members shall be eligible for re-appointment or re-election.

6.1.3 Outgoing President not re-elected, will need to serve as “Immediate Past President” for at least one year. In the event that the Outgoing President will not be able to fulfil his duties, the Management Committee will then continue without an “Immediate Past President”.

6.2 Eligibility for Membership of the Management Committee

No person shall be eligible for membership of the Management Committee if:

- (a) He was not a WSS finalist;
- (b) He is not a citizen of Singapore;
- (c) He becomes ineligible under the Constitution, and
- (d) He has been convicted of an offence under the Singapore Law.

6.3 Cessation of Membership of the Management Committee

A member of the Management Committee shall cease to hold office if:

- (a) He becomes ineligible for membership of the Management Committee in accordance with items 6.2;
- (b) He gives notice of resignation to the Management Committee;
- (c) He is removed by the Management Committee or by a Members’ Meeting, as the case may be;
- (d) He is not re-elected at a Members’ Meeting; or
- (e) He fails to attend 3 consecutive meetings without satisfactory reasons given to the Management Committee.

6.4 Vacancy in the Management Committee

If a vacancy occurs in the Management Committee during the term, the Management Committee may make arrangements to fill the vacancy. For a vacancy in the “Committee Member” category, the Management Committee shall co-opt a Member of the WSN to serve until the next Members’ Meeting.

6.5 Duties and Powers of the Management Committee

6.5.1 The Management Committee is accountable to the WSSC to carry on the WSN business to fulfil the objectives of the WSN. The WSSC shall appoint an Advisor to the WSN.

6.5.2 The Management Committee is to forward a report to the WSSC on the work during the year (not later than 3 months after the end of each financial year).

6.5.3 The duties and powers of the Management Committee are to:

- (a) Keep members informed of the progress of the WSN and encourage interest and a sense of ownership on the part of the members;
- (b) Make a report to the Annual General Meeting of the work of the Management Committee during the preceding financial year with such recommendations as the Management Committee deems necessary to maintain or improve the services provided by the WSN to the members;
- (c) Exercise any or all of the powers conferred in the Constitution; and
- (d) Carry on the business of the WSN.

6.6 Records

A full and proper record shall be kept of all proceedings of the Management Committee in carrying out its duties, and the records shall be available for inspection by the WSSC.

6.7 Meetings of the Management Committee

The Management Committee shall meet at least once quarterly.

6.8 Minutes of the Management Committee Meeting

Minutes of the Management Committee Meetings shall be recorded by the Honorary Secretary in the Minutes book and shall include:

- (a) The names and number of those present;
- (b) The name of the President of the meeting; and
- (c) A brief record of business done and decisions taken including whether each decision was taken unanimously or by a majority.

6.9 Quorum for Management Committee Meeting

The quorum for a meeting of the Management Committee shall be half the number of its members. Decisions shall be taken on a simple majority of votes. The President shall not have a casting vote on any matter. No member of the Management Committee shall vote on any matter in which he is individually interested.

6.10 Duties and Powers of the President

The duties and powers of the President shall include the following:

- (a) Preside at all Management Committee Meetings and Members' Meetings;

- (b) Sign the minutes of all Management Committee Meetings and Members' Meetings and, if necessary, all other meetings chaired by him at which such minutes are confirmed in token of their correctness;
- (c) Exercise general control and supervision over the affairs of the WSN;
- (d) Give direction and advice to the Management Committee on any matter which he deems fit;
- (e) Call for information which he considers necessary in fulfilment of his duties; and
- (f) Certify or sign appropriate documents, returns and statements required under the Rules or on the direction of the Committee.

6.11 Duties of the Vice-President

In the absence of the President, his duties will be carried out by the Vice-President or in the absence of both the President and the Vice-President, by any other person elected by a majority of those present at that meeting.

6.12 Duties and Powers of the Honorary Secretary

The duties and powers of the Honorary Secretary shall include the following:

- (a) Maintain up-to-date records of the WSN;
- (b) Sign on behalf of the Management Committee and conduct its correspondences;
- (c) Summon and attend Members' Meetings and meetings of the Management Committee and to record the proceedings of such meetings in a minutes book;
- (d) Submit all minutes of meetings; and
- (e) Conduct the business of the WSN and perform all the duties entrusted to him by the Management Committee.

6.13 Duties of the Assistant Honorary Secretary

In the absence of the Honorary Secretary, his duties will be carried out by the Assistant Honorary Secretary, or in the absence of both the Honorary Secretary and the Assistant Honorary Secretary, by any other person elected by a majority of those present at that meeting.

6.14 Duties and Powers of the Honorary Treasurer

The duties and powers of the Honorary Treasurer are to:

- (a) Be responsible for proper and punctual keeping of accounts of the WSN;
- (b) Attend all meetings of the WSN and to carry out all the instructions of the Committee on financial matters of the WSN; and
- (c) Perform all duties entrusted to him by the Committee or specified in these Rules.

6.15 Duties of the Assistant Honorary Treasurer

In the absence of the Honorary Treasurer, his duties will be carried out by the Assistant Honorary Treasurer, or in the absence of both the Honorary Treasurer and the Assistant Honorary Treasurer, by any other person elected by a majority of those present at that meeting.

7 FUNDS OF THE WSN

7.1 Composition of the Funds

The funds of the WSN shall consist of the contributions from:

- (a) The five polytechnics in Singapore, namely, Nanyang Polytechnic, Ngee Ann Polytechnic, Republic Polytechnic, Singapore Polytechnic and Temasek Polytechnic;
- (b) The Institute of Technical Education; and
- (c) Through fund raising activities as approved by the WSSC.

8 FINANCIAL MATTERS

8.1 Financial Year

The financial year of the WSN shall begin on 1st April and end on 31st March of the following year.

8.2 Management of Funds

- (a) The Management Committee shall submit an annual budget required for organising activities for WSN members to the WSSC for approval & funding support.
- (b) Upon approval, the money to be contributed equally by the 5 Polytechnics and ITE will be deposited into a NSC Fund, which is a sub-fund under the ITE Education Fund, and in a bank approved by the Director & CEO of ITE.

- (c) The instructions on the opening and closing of the WSN Account and all other matters pertaining to the operation shall be issued by the Director & CEO of ITE.
- (d) The use and management of the WSN Fund shall be in accordance with all current ITE financial accounting regulations and procedures on fund management, where applicable. The current ITE financial procedure shall apply for the procurement of stores, services and works from WSN Fund.
- (e) The WSN Accounts will be audited at the same time with the ITE Accounts.

9 BOOKS AND DOCUMENTS OF THE WSN

9.1 Books and Documents

The following books and documents shall be kept by the WSN:

- (a) A List of Members;
- (b) Accounts Book;
- (c) Minutes Book; and
- (d) Any other books and documents that may be found necessary.

9.2 Copy of the Constitution and List of Members Open to Inspection

The WSN shall keep a copy of the Constitution open for inspection by its members free of charge.

10 GENERAL MATTER

- 10.1 In the event of any dispute arising amongst members, they shall be resolved at an Extra-Ordinary General Meeting in accordance with the Constitution.
- 10.2 All notices posted to the last known email address given by the member during registration/updating or such other address as he shall from time to time indicate to the Honorary Secretary in writing as his address, shall be deemed to have been duly given in the second day following the day of posting. It is the responsibility of the WSN member to update their address to the WSN.
- 10.3 No member shall misuse the WSN's address or the premises for personal gains.

- 10.4 No press release in the name of the WSN shall be made without prior sanction of the Management Committee.
- 10.5 All members shall faithfully and fully abide by the Rules and any decision made by the Management Committee.

8 Feb 2006