



ASSOCIATION FOR MUSIC THERAPY
(SINGAPORE)

CONSTITUTION OF ASSOCIATION FOR MUSIC THERAPY (SINGAPORE) AMTS

NAME

- 1.1 This Society shall be known as “Association for Music Therapy (Singapore) AMTS”, hereinafter referred to as the “Society”.

PLACE OF BUSINESS

- 2.1 Its place of business shall be at “22 Sin Ming Lane #06-76 Midview City Singapore 573969” 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 places and premises which have the prior written approval from the relevant authorities, where necessary.

OBJECTS

- 3.1 Its objects are:
- i) Educating about, and promoting the research, development, and application of music therapy programming and services in Singapore for children and adults with a wide range of needs including learning disabilities, physical conditions and illnesses, emotional and psychological disorders, or sensory impairment.
 - ii) Helping the public identify qualified and trained music therapists
 - iii) Serve as an organisational agency for its members
- 3.2 In furtherance of the above objects, the Society may
- 3.2.1 Educate the public by
- i) launching educational and awareness initiatives about music therapy services, and dispel myths and misinformation.
 - ii) circulating information about the Society and its members' activities.
 - iii) organising lectures, meetings, discussions, seminars, workshops and conferences related to music therapy.
 - iv) encouraging and supporting the publication of music therapy papers, books, articles and leaflets.
 - v) providing information about books and publications.
- 3.2.2 Serve as an organisational agency for its members by
- i) providing channels for the exchange of ideas, advice, guidance, mentorship in and about music therapy;
 - ii) providing a central body of information about aspects of and relating to music therapy;
 - iii) encouraging and assisting educational institutions in developing and establishing music therapy training programs,
 - iv) encouraging persons in preparing, qualifying, and establishing themselves as music therapy clinicians.

MEMBERSHIP QUALIFICATION AND RIGHTS

- 4.1.1 Professional membership is for music therapists who have met all of the following criteria:
- i) completed their training programmes at government-approved institutions,
 - ii) maintain up-to-date music therapy credentials, and
 - iii) are Singapore citizens, Singapore Permanent Residents, or individuals currently practising music therapy in Singapore.
- All Professional Members will have the right to vote, however, only those who are Singapore Citizens or Permanent Residents will have the right to hold executive office.
- 4.1.2 Associate Membership is for music therapists who have:
- i) completed their training programmes at government-approved institutions, but
 - ii) do not have any or up-to-date music therapy credentials.
- All Associate Members will have the right to vote, but not to hold office.
- 4.1.3 Student Membership is open to Singaporeans and Permanent Residents majoring in music therapy at an entry level. Students majoring in music therapy at an entry level at local institutions are also eligible to join, regardless of citizenship. This membership does not include the right to vote or hold office.
- 4.2 Only Professional Members who are above 21 years of age shall have the right to vote and to hold office in the Society.
- 4.3 Members will have their membership immediately revoked should there be evidence of professional malpractice or unethical conduct that is not in accordance with the objectives of this Society. Such Persons, whose membership is revoked may within 1 month of their notification, appeal to the General Meeting of members. The decision of the General Meeting shall be final.

APPLICATION FOR MEMBERSHIP

- 5.1 Persons wishing to join the Society should submit their particulars to the Secretary on a prescribed form and provide current resume with details of clinical training and practice where applicable.
- 5.2 The Committee will decide on the application for membership.
- 5.3 A copy of the Constitution shall be furnished to every approved member upon payment of the entrance fee.

ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

- 6.1 An entrance fee is payable upon application of membership, in default of which membership may be cancelled by order of the Committee.
- Annual subscriptions are payable, with subsequent renewal changes adjusted to inflation announced one month before the Annual General Meeting for the following year on official publications and website.
- 6.2 Student memberships are valid for 2 years.

- 6.3 Annual subscriptions are payable in advance within the first week of the financial year. If members fall into arrears with their subscription or other dues, they shall be informed immediately by the Treasurer. If they fail to settle their arrears within 4 weeks of their becoming due, they will be denied the privileges of membership until they settle their account. If they fall into arrears for more than three (3) months, they will automatically cease to be a member and have membership privileges suspended.
- 6.4 Any additional fund required for special purposes may only be raised from members with the consent of the general meeting of the members.

SUPREME AUTHORITY AND GENERAL MEETINGS

- 7.1 The supreme authority of the Society is vested in a General Meeting of the members.
- 7.2 An annual General Meeting shall be held between July and September.
- 7.3 At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than 25% of the total voting membership or thirty (30) voting members, whichever is the lesser, and may be called at any time 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 If the 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 informing members in writing, e.g. AMTS email, AMTS messaging platforms.
- 7.5 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. 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 communicated to members in writing, e.g. AMTS email, AMTS messaging platforms, four (4) days in advance of the meeting.
- 7.6 Unless otherwise stated in this Constitution, voting by proxy is allowed at all General Meetings. All eligible and Professional voting members of the Society may vote by proxy or email, under the following circumstances and after gaining clearance or pre-approval from the President:
- i) in the event of an extenuating circumstance or emergency that makes a physical vote a hardship, or
 - ii) when overseas during a scheduled general meeting, and
 - iii) when a quorum is necessary to move an important issue on the agenda, and
 - iv) when done in a timely manner within appropriate timeframes, and in keeping with announced deadlines, and
 - v) through written or typed notice, along with signed authorisation, or through personal or professional email account.
- 7.7 The following points will be considered at the Annual General Meeting:
- i) The previous financial year's accounts and annual report of the Committee.

ii) Where applicable, the election of office-bearers and Honorary Auditors for the following term. Any member who wishes to place an item on the agenda of a General Meeting may do so provided s/he gives notice to the Secretary one (1) week before the meeting is due to be held.

- 7.8 At least 25% of the total voting membership, or 30 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.
- 7.9 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.
- 7.10 The Executive Committee shall have the authority to make executive decisions regarding the format of the meetings, including whether they will be conducted in-person, virtually, or as a hybrid meeting, depending on circumstances.

MANAGEMENT AND COMMITTEE

- 8.1 The administration of the Society shall be entrusted to an Executive Committee consisting of the following to be elected once every three years at the Annual General Meeting, and for three-year terms:
A President
A Vice President
A Secretary
A Treasurer
The Committee may elect up to 5 Ordinary Committee Members.
- 8.2 Names for the above offices shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. All office-bearers, except the Treasurer may be re-elected to the same or related post for a consecutive term of office. The term of office of the Committee is three years.
- 8.3 The Executive Committee is to inform all AMTS members in writing of the appointment, expected term of service and termination of all co-opted ordinary Committee Members.
- 8.4 Election will 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, a re-vote shall be taken and if it still results in a tie, a lot shall be drawn to determine who shall be the successful candidate unless the contesting candidate(s) withdrew in favour of one of themselves.
- 8.5 A Committee Meeting shall be held at least once every six (6) months after giving seven (7) days' notice to Committee Members. The President may call a Committee Meeting at any time by giving five (5) days' notice. At least half (½) of the Committee Members must be present for its proceedings to be valid.
- 8.6 Any member of the Committee absenting himself from three (3) meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee and a successor may be co-opted by the Committee to serve until the next Annual General Meeting.

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

- 8.7 The duty of the Committee is to organise and supervise the daily activities of the Society. The Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and shall always remain subordinate to the General Meetings.
- 8.8 The Committee has power to authorise the expenditure of a sum not exceeding \$1000 per month from the Society's funds for the Society's purposes.

DUTIES OF OFFICE-BEARERS

- 9.1 The President shall chair all General and Committee meetings. S/he shall also represent the Society in its dealings with outside persons.
- 9.2 The Vice President shall assist the President and deputise for him or her in his or her absence.
- 9.3 The Secretary shall keep all records, except financial, of the Society and shall be responsible for their correctness. S/he will keep minutes of all General and Committee meetings. S/he shall maintain an up-to-date Register of Members at all times.
- 9.4 The Treasurer shall keep all funds and collect and disburse all monies on behalf of the Society and shall keep an account of all monetary transactions and shall be responsible for their correctness. S/he is authorised to expend up to \$500 per month for petty expenses on behalf of the Society. S/he will not keep more than \$300 in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee. Cheques, etc. for withdrawals from the bank will be signed by the Treasurer and either the President or the Secretary.
- 9.5 Ordinary Committee Members shall assist in the general administration of the Society and perform duties assigned by the Committee from time to time.

AUDIT AND FINANCIAL YEAR

- 10.1 Two (2) voting members, not being members of the Committee, shall be elected as Honorary Auditors at alternate Annual General Meeting and will hold office for a term of two years only and shall not be re-elected for a consecutive term. 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:
 - i) Will be required to audit each year's accounts and present a report upon them to the Annual General Meeting.
 - ii) 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 be from 1st July to 30th June.

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:
- i) Not be more than four (4) and not less than two (2) in number.
 - ii) Be elected by a General Meeting of members.
 - iii) Not effect any sale or mortgage of property without the prior approval of the General Meeting of members.
- 11.3 The office of the trustee shall be vacated:
- i) If the trustee dies or becomes of unsound mind.
 - ii) If s/he is absent from the Republic of Singapore for a period of more than one (1) year.
 - iii) If s/he is guilty of misconduct of such a kind as to render it undesirable that s/he continues as a trustee.
 - iv) If s/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 notice board in the Society's premises 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.

PROHIBITIONS

- 12.1 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 materials for gambling or drug taking and of bad characters into the premises is prohibited.
- 12.2 The funds of the Society shall not be used to pay the fines of members who have been convicted in court of law.
- 12.3 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.
- 12.4 The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 12.5 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.
- 12.6 The Society 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.

AMENDMENTS TO CONSTITUTION

- 13.1 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 at a

general meeting and with the consent of two-thirds (2/3) of the voting members present at the General Meeting.

INTERPRETATION

- 14.1 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 at a General Meeting of members.

DISPUTES

- 15.1 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

- 16.1 The Society shall not be dissolved, except with the consent of not less than three-fifths ($\frac{3}{5}$) of the total voting membership of the Society for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose.
- 16.2 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 disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.
- 16.3 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.