

CONSTITUTION OF ART THERAPISTS' ASSOCIATION SINGAPORE (ATAS)

NAME

1. This Society shall be known as "Art Therapists' Association, Singapore", hereinafter referred to as the "Society". In their professional dealings, Full Members and Fellows are allowed to use acronym "ATAS" to denote their association with the Society

PLACE OF BUSINESS

2. Its place of business shall be at "10 Anson Road #26-04 International Plaza Singapore 079903" 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. Its object are:
To further develop and define the professional practice of Art Therapy in Singapore by:
 - a) Providing a reference point for networking with other Art Therapists, Students of Art Therapy and disciplines related to the field locally and internationally in order to encourage and facilitate ongoing support, professional development, education and research
 - b) Promoting an approach to Art Therapy in Singapore that is ethically sound, clinically credible adhering to best practices locally and internationally, and remains culturally sensitive.
 - c) Maintaining a roll of Art Therapists currently practicing in Singapore

MEMBERSHIP QUALIFICATION AND RIGHTS

4. Membership
 - 4.1 The Committee will receive, review and recommend the acceptance or not of application for the following categories of membership:
 - Full Member
 - Associate Member
 - Student
 - Fellow

Qualification requirements for each category of membership:

- a) Full Members of the Society will hold a post-graduate qualification in Art Therapy e.g. 2 years Masters Degree in Art Therapy. Full Members are eligible and encouraged to vote and to participate in Society business and

governance. Full members are required to maintain a personal log of clinical hours (professional profile), seek regular supervision and meet all the Continuing Professional Development (CPD) requirements indicated in section 4.4 of the "Art Therapists' Association Singapore Code of Ethics".

- b) Associate Members comprise those individuals who satisfy the Committee of their legitimate interest in Art Therapy and with the aims and spirit of the Society objects but whose training and professional focus may differ from the specialty of Art Therapy. Such professionals may include for example, those practicing creative or diagnostic arts approaches via social work, education, medicine or psychology.
 - c) Student members are individuals undertaking full-time post graduate training in art therapy.
 - d) Fellows of the Society are individuals who are well-established and have made substantial original contribution to the advancement of art therapy knowledge or practice. Fellows of the Society may be proposed by Fellows of overseas Art Therapy societies or by the Committee.
- 4.2 An application for membership shall be supported by two Full Members.
- 4.3 The Committee is entitled to grant or refuse applications for membership and reserves the right not to give any reasons for rejection.
- 4.4 Admission to the membership becomes effective only upon receipt of the prescribed declaration, duly signed, and of the appropriate fee.
- 4.5 Membership of the Society shall not be cited as a professional qualification.
- 4.6 The Committee shall undertake to develop guidelines on supervision in order to guide members on this requirement.
- 4.7 In their professional dealings, Full Members and Fellows are allowed and encouraged to use the acronym 'ATAS' to denote their association with the Society.

APPLICATION FOR MEMBERSHIP

- 5.1 A person wishing to join the society should submit their particulars to the Secretary on a prescribed form.
- 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 of \$80 is payable within two weeks of election to membership, in default of which membership may be cancelled by order of the Committee.
- 6.2 a) Annual subscriptions are payable as follows:
- Full Member SGD 100
- Associate Member SGD80
- Student SGD50
- Fellow SGD100
- b) Registration of members shall take place in September annually. New members who register on or after the month of March are entitled to half the annual subscription rate. Such membership will be renewed at the full rate from September in the same year. Registrations will apply at the full rate before the month of March.
- 6.3 For retiree memberships, the entrance fee is waived and the annual subscription is reduced by half.
- 6.4 Annual subscriptions are payable in advance within the last month of validity. Any member whose subscription is in arrears shall be notified by the Secretary via the member's email as shown in the Register of Members. If the subscription remains unpaid for one month after the membership validity date, membership will be automatically terminated. The Committee at their discretion may at any time restore such membership upon payment of all subscription arrears.
- 6.5 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 in 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 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 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 posting the agenda on the Society's notice board.
- 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 of all voting members. The particulars of the agenda shall be posted on the Society's notice board four (4) days in advance of the meeting.
- 7.6 Unless otherwise stated in the Constitution, voting by proxy is allowed at all General Meetings via email correspondence with the Council.
- 7.7 The following points will be considered at the Annual General Meeting:
- a) The previous financial year's accounts and annual report of the Committee.
 - b) 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 he or she 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 thirty (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.

MANAGEMENT AND COMMITTEE

- 8.1 a) The administration of the Society shall be entrusted to a Committee consisting of the following to be elected at alternate Annual General Meeting:

A President

A Vice-President

A Secretary

A Treasurer

An Assistant Treasurer

IT Support Officer

The Committee may elect the following:

An Assistant Secretary

Ordinary Committee Member(s)

b) Majority of the Committee Members shall be Singapore Citizens or Permanent Residents. Each committee member shall have a valid Fellow or Professional membership at the point of election. He or she must not have any previous criminal and/ or disciplinary records.

- 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 two years.
- 8.3 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, the Chairman of the meeting shall have a casting vote.
- 8.4 A Committee Meeting shall be held at least once every 2 months after given 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 (1/2) of the Committee Members must be present for its proceedings to be valid.
- 8.5 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.

- 8.6 The duty of the Committee is to organize and supervise the daily activities of the Society. The Committee may not act contrary to expressed wishes of the General Meeting without prior reference to it and shall always remain subordinate to the General Meetings.
- 8.7 A countersign by both the President and the Treasurer is required for any single expenditure that exceeds a sum of SGD \$200 from the Society's funds for the society's purposes. In the event the amount is claimed by the President or the Treasurer, another Committee member, preferably the Assistant Treasurer is required to countersign. For the purposes of special projects that the society engages in, this amount may be adjusted to a maximum of SGD 500 with the consent of the Committee.

DUTIES OF OFFICE-BEARERS

- 9.1 The President shall chair all General and Committee meetings. He or she shall also represent the Society in its dealings with outside persons.
- 9.2 The Vice-President shall assist the President and deputize 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. He or she will keep minutes of all General and Committee meetings. He or she shall maintain an up-to-date Register of Members at all times.
- 9.4 The Assistance Secretary shall assist the Secretary and deputize for him or her in his or her absence.
- 9.5 The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Society and shall keep an account of all monetary transactions and shall be responsible for their correctness. He or she is authorized to expend up to SGD 200 per month for petty expenses on behalf of the Society. He or she will not keep more than SGD 300 in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee. He or she shall sign for cheques from the bank.
- 9.6 The Assistant Treasurer shall assist the Treasurer and deputize for his or her absence.

- 9.7 Other Officers and Ordinary Committee Members shall assist in the general administration of the Society and perform duties assigned by the Committee from time to time.
- 9.8 Officers and Ordinary Committee members are responsible to ensure confidentiality of members' personal information. According to Singapore's data protection legal framework, personal data of members shall not be used inappropriately and without consent. (InfoComm Development Authority of Singapore, Policies & Regulation for Consumer Protection, 2012)
- 9.9 Officers and Ordinary Committee members are volunteers and shall not receive financial gains for designated duties. They are also required to make payment for annual membership fee.

AUDIT AND FINANCIAL YEAR

- 10.1 Two (2) voting members, not being members of the Committee, shall be elected as Honorary Auditors at each Annual General Meeting and will hold office for a term of one year only and shall not be re-elected for a consecutive term. The accounts of the Society shall be audited by a firm of Certified Public Accountants if the gross income or expenditure of the Society exceeds \$5000,000 in that financial year, in accordance with Section 4 of the Societies Regulations.
- 10.2 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 as 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 elected by a General Meeting of members.
 - c) Not affect 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:
- a) If the trustee dies or becomes a lunatic or of unsound mind.
 - b) If he 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 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.

VISITORS AND GUESTS

12.1 Visitors and guests may be admitted into the premises of the Society but they shall not be admitted to the privileges of the Society nor shall they be admitted into the premises more than six (6) times in a calendar year. These visits are to be confined to not more than once in fourteen (14) days.

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 materials for gambling or drug taking and of bad characters 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 purposes 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 No alteration or addition/deletion to this Constitution shall be made except at a general meeting and with the consent of two-third (2/3) of the voting members present at the General Meeting, and they shall not come into force without the prior sanction of the Registrar of societies.

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 at a General Meeting of members.

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 not less than three-fifth (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.
- 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 disposed of in such manner as the General Meeting of members may determine or 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.