

# GOETHE-INSTITUT (SINGAPORE BRANCH)

## Rules of the Association

### Para 1

The Association called the "Goethe-Institut, Singapore Branch" is constituted in conformity with the rules and objects of the "Goethe-Institut zur Pflege der deutschen Sprache im Ausland und zur Foerderung der internationalen kulturellen Zusammenarbeit e.v." ("Goethe-Institut for the promotion of the German language abroad and for international cultural cooperation"), founded in Muenchen (Federal Republic of Germany) in 1952, and has for its aim the promotion of the German language and culture in the Republic of Singapore.

The Association is based in Singapore and its premises are at 136 Neil Road, Singapore 088865, or at such other place as the Committee may from time to time determine, subject to the approval of the Registrar of Societies.

It is a non-profit making Association of unlimited duration.

### Para 2

The Association seeks to promote the aforesaid objects inter alia in the following ways:-

1. by organising courses in German with a view to preparing students for diploma-examinations set by the following bodies:
  - a) the Goethe-Institut of Muenchen
  - b) the Goethe-Institut of Singapore
  - c) the Adult Education Board of the Federal Republic of Germany
  - d) the University of Muenchen
  - e) other competent bodies;
2. by helping and encouraging the study of German in the various schools and teaching institutions of Singapore;
3. by advising and training German language teachers;
4. by maintaining a library (inc. information service, archives for periodicals, records, tapes, pictures, slides, films and so forth) and reading rooms;
5. by organising lectures, workshops, seminars, film shows, concerts, exhibitions, receptions and so forth.

### Para 3

#### **Membership**

The Association is made up of four types of members:

- ordinary members
- company members
- honorary members
- junior members

**Company membership** shall be open to all registered companies interested in the objectives of the Association. Each company shall be entitled to nominate 10 employees who shall have free admission to the library or the benefit of special admission conditions for all activities of the Branch, organized according to para 2 sub-para 5.

Each company shall be entitled to one vote only.

**Ordinary membership** shall be open to any person interested in the objects of the Association without restriction as to sex, race, religion or nationality. The minimum age shall be 18 years. The person should submit his name to the Honorary Secretary upon such forms as may be prescribed by the Committee and must be introduced by two members. The applications must be approved by the Committee. The Committee shall decide by simple majority vote and shall have the right to decline election without giving reasons.

Persons below the age of 18 may become **junior members**. They cannot hold office and have no voting rights.

A copy of the Rules of the Association shall be provided to every approved applicant who has paid his/her membership fee.

Individuals who have offered their services for the promotion of the German language or cultural contacts between Germany and Singapore can be elected **honorary members** at the General Meeting upon nomination by the Committee. A copy of the Rules of the Association shall be provided to every honorary member.

All types of members of the Association shall have free admission to the library (con. Para 2 sub-para 4). They shall have free admission or the benefit of special admission conditions for all activities of the Branch, organized according to Para 2 sub-para 5.

#### **Para 4**

##### **Membership Fee**

The annual membership fee for ordinary members shall be:

S\$20.00 for junior members  
S\$40.00 for single persons  
S\$60.00 for married couples  
S\$988.00 for company members.

It is due upon entry and thereafter in the month-joined of each year.

The rates of the annual membership fee may only be varied by a General Meeting of the members. Any special subscription of particular purposes may only be raised from members with the consent of a General Meeting of the members.

A person ceases to be a member

1. by resignation (the membership fees are not refundable);
2. by non-payment of his membership fee after three successive reminders;
3. by his name being struck off the list of members by the Committee for acts injurious or prejudicial to the interests and objects of the Association, the member having been previously called upon to give his explanation.

Any such decision of the Committee must be submitted for ratification at the next General Meeting.

#### **Para 5**

##### **General Meeting**

The management of the Association is vested in a General Meeting of the members presided over by the President. At least 50 members of the Association must be present at the General Meeting for its proceedings to be valid.

Every member present shall have one vote. (Please refer to Page 2, Para 3)

The Annual General Meeting will be held in the first quarter of the year. The Committee may call an Extraordinary Meeting at any time. An Extraordinary Meeting has to be called by the President upon the request in writing of fifteen or more members.

At least two weeks' notice will be given of an Annual General Meeting and at least ten days' notice of an Extraordinary General Meeting. Particulars of its agenda will be posted to members at the latest four days before the Meeting is due to be held.

Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice to the Honorary Secretary one week before the Meeting is due to be held.

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

1. the report on the management by the Committee
2. the financial report
3. the general report on the activities of the Association
4. the confirmation or election of the office-bearers for the following year
5. the appointment of the auditors for the following year
6. any matter placed on the agenda

The annual report of the activities and the financial report shall be open to inspection by the members of the Association.

In the event of there being no quorum the Meeting shall be adjourned for 30 minutes on the same day 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 alter, amend or make additions to any of the existing rules.

## **Para 6**

### **Committee**

A Committee consisting of the following shall be elected at each Annual General Meeting:

President  
Vice-President  
Honorary Secretary  
Honorary Treasurer  
3 ordinary Committee Members

The President shall be either a Singapore citizen or a German citizen. Whenever the office of the President is held by a Singapore citizen, the Vice-President shall be a German citizen and vice-versa.

The Director of the Goethe-Institut, Singapore Branch, sent by the Goethe-Institut Muenchen, becomes by virtue of his office the Honorary Secretary.

Names for the above offices of the Committee - except that of the Honorary Secretary - shall be proposed and seconded at the Annual General Meeting. They are elected by secret ballot and by simple majority.

The President, the Vice-President and the three ordinary Committee members may be re-elected year after year.

The Honorary Treasurer shall be eligible for re-election only once.

The President shall call a Committee Meeting at least once every three months. Seven days' notice must be given. Any Committee member may ask the President to call a Committee Meeting. In this case, three days' notice has to be given. At least one half of the Committee members including the President or the Vice-President must be present for its proceedings to be valid.

Committee decisions will be taken by a simple majority vote.

The members of the Committee shall receive no remuneration. However, the Honorary Secretary shall be reimbursed the expenses incurred by him in the discharge of his official functions, such sum being fixed each year by the General Meeting on the proposal of the Committee.

Any member of the Committee absenting himself from three consecutive meetings without satisfactory explanation shall be deemed to have resigned from the Committee, and a successor may be co-opted by the Committee to serve until the next Annual General Meeting.

## **Para 7**

### **Office-bearers**

The duties of the office-bearers are as follows:

1. the President shall act as Chairman at all General and Committee Meetings.
2. the Vice-President shall deputize for the President in the latter's absence.
3. the Honorary Secretary shall keep all records, except financial (con. sub-para 4 below), of the Association and shall be responsible for their correctness. He will keep minutes of all General and Committee Meetings. The minutes shall be transcribed without blanks or erasures into a bound book, the pages numbered and initialled, and shall be signed as correct by the President and the Honorary Secretary. His task is the responsible management of the Goethe-Institut, Singapore Branch, in accordance with the rules, orders, circulars, guidelines of the Goethe-Institut Muenchen.
4. the Honorary Treasurer shall look after the membership fees, donations and gifts, legacies and bequests accepted by the Committee. He shall keep an account of these funds and all monetary transactions thereof and shall be responsible for their correctness. He is authorised to expend up to S\$250.00 per month out of these funds for petty expenses on behalf of the Association. He will not keep more than S\$250.00 in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee. Cheques will be signed by the President, Vice-President or Honorary Secretary in addition to the Honorary Treasurer.

5. Duties of other office-bearers may be prescribed from time to time by the Committee.

## **Para 8**

### **Audit**

Two persons not members of the Committee will be elected as Honorary Auditors at each Annual General Meeting and will hold office for one year only and may not be re-elected. They will be required to audit each year's accounts of the funds administered by the Honorary Treasurer (conf. para 7 sub-para 4) and present a report upon them to the Annual General Meeting. They may be required by the President to audit these accounts for any period within their tenure of office at any date and make a report to the Committee.

## **Para 9**

### **Prohibitions**

1. gambling of any kind such as the playing of paikow or mahjong, whether for stakes or not, is forbidden on the Association's premises. The introduction of drugs, of materials for gambling or opium smoking and of bad characters into the premises is prohibited.
2. the funds of the Association shall not be used to pay the fines of members who have been convicted in court.
3. the Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office-bearers, Committee or members.
4. the Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

## **Para 10**

### **Amendment to rules**

No alterations or additions to these rules shall be made except at a General Meeting.

The adoption of alterations or additions to these rules is conditional upon the approval of the Goethe-Institut, Muenchen, and the sanction of the Registrar of Societies, Singapore.

## **Para 11**

### **Interpretation**

In the event of any question or matter arising out of the interpretation of these rules or out of any point which is not expressly provided for in the rules, the Committee shall have power to use their own discretion. At the request of one of the Committee members, the Goethe-Institut Muenchen, will be called to mediate.

## **Para 12**

### **Dissolution**

The Association can only be dissolved

1. with the consent of not less than three fifth of the members of the Association for the time being resident in Singapore expressed either in person or by proxy at a General Meeting convened for the purpose or
2. upon the written request of the Goethe-Institut, Muenchen.

In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on behalf of Association shall be fully discharged and the remaining funds, as far as administered by the Honorary Treasurer, will be distributed to the members. Teaching aids, furniture, fittings and other assets including premises which were placed at the disposal of the Association from official funds of the Federal Republic of Germany or which were purchased by the Association with official funds of the Federal Republic of Germany shall vest in the Embassy of the Federal Republic of Germany in Singapore on dissolution.

Notice of dissolution shall be given to the Registrar of Societies, Singapore within seven days of the dissolution.