

CONSTITUTION OF FIRST AID CORPS (SINGAPORE)

NAME

1.1 This Society shall be known as the “First Aid Corps (Singapore)”, hereinafter referred to as “The Society”.

PLACE OF BUSINESS

2.1 Its place of business shall be at Blk 1004 Toa Payoh Industrial Park #06-1495 S(319076) or such other address subsequently as may subsequently be decided upon by the Executive Committee and approved by Registrar of Societies. The Society shall carry out its activities only in places and premises which have the prior written approval of the relevant authorities, when necessary.

OBJECTS

3.1 The Society is a non-profit, volunteer organization with its objectives being:

- a) To organise a group of volunteers, provide training and equipment, to provide first aid to the public in times of distress.
- b) To increase the awareness of the importance of cardiopulmonary resuscitation (CPR) and the use of the automated external defibrillator (AED) in cardiac arrest cases, both at home and at work.
- c) The immediate goal is to improve the survival rates of heart attacks from a low 2% to a double digit percentage.

3.2 In furtherance of the above objects, the Society may work together with the relevant professional bodies, regulatory authorities and other non-profit organisations to aid in improving the survival rates from cardiac arrests.

MEMBERSHIP QUALIFICATION AND RIGHTS

4.1 Membership of the Society is open to persons of any age.

4.2 There shall be 2(two) categories of membership :

a) Operational FACT (First Aid Corps Team) members are volunteers who have formed a team according to the criteria set down by the Executive Committee, and have been trained and equipped under the direction of the Society. The criteria are :

- i) the team members are able to respond to any parts of within the area of coverage under 5 minutes (in the case of cardiac arrests).
- ii) in the case of public or private apartment housing the team members are located in adjacent blocks.
- iii) in the case of private landed property it will be dependent on the fulfillment of 4.2a) i.

These members shall have voting rights and the rights to hold office in the Society if they are

- At least 18 years old
- Singapore Citizens or Permanent Residents
- Of good standing. To be of good standing, the Operational FACT member must not have any past criminal record or currently awaiting trial for any wrongdoing according to the laws of Singapore.

b) Standby FACT (First Aid Corps Team) members are volunteers who are not incorporated into any team according to the criteria set down by the Executive Committee. These members shall have no voting rights and no rights to hold office in the Society.

APPLICATION OF MEMBERSHIP

5.1 A person wishing to join the Society should submit his particulars to the Secretary on a prescribed form.

5.2 A new member must be proposed and seconded by pre-existing members. The Executive Committee (EXCO) will then decide on the application for membership.

If the candidate is un-successful, the EXCO is not required to furnish the reasons for the un-successful application.

5.3 A copy of the Constitution shall be furnished to every approved member.

ENTRANCE FEES, SUBSCRIPTIONS AND OTHER

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

6.2 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 MEETING

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 February.

7.3 At other times, an Extraordinary General Meeting (EOGM) 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 EXCO. The notice in writing shall be given to the Secretary setting forth the business that is to be transacted. The EOGM shall be convened within two(2) months from receiving this request to convene the EOGM.

7.4 If the EXCO does not within two(2) months after the date of the receipt of the written request proceed to convene an EOGM, the members who have requested the EOGM shall convene the EOGM 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 website.

7.5 At least 2 weeks' notice shall be given of an Annual General Meeting and at least ten(10) days' notice of an EOGM of meeting. Notice of meeting stating the date, time and place of the meeting shall be sent by the Secretary to all voting members. The particulars of the agenda for the meeting shall be posted on the Society's website four(4) days in advance of the meeting.

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

7.7 The following points will be considered at the Annual General Meeting (AGM).
a) The previous financial year's accounts and annual report of the EXCO.
b) Where applicable, the election of office-bearers and 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 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 the AGM, 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 EXECUTIVE COMMITTEE

8.1 The administration of the Society shall be entrusted to a Executive committee consisting of the following to be elected at each alternate AGM:

- A President
- A Vice-President
- A Secretary
- A Treasurer
- 6 Ordinary Executive Committee Members.

Majority of the Executive 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 EXCO Members.

8.2 Names for the above offices shall be proposed and seconded at the AGM. The election will follow on a simple majority vote of the members. All office bearers, except the Treasurer, are eligible to be re-elected to the same or related post for a consecutive term of office. The term of office of the Executive Committee is 2 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 An Executive Committee Meeting shall be held at least once every 6 months after giving seven(7) days' notice to the Executive Committee Members. The President may call an EXCO Meeting at any time by giving five (5) days notice. Majority of the EXCO Members must be present for its proceedings to be valid.

8.5 Any member of the EXCO absenting himself for three (3) meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the EXCO and a successor would be co-opted by the EXCO to serve until the next Annual General Meeting. Any changes in the EXCO shall be notified to the Registrar of Societies within two(2) weeks of the change.

8.6 The duty of the EXCO is to organize and supervise the daily activities of the Society. The EXCO may not act contrary to the expressed wishes of the Annual General Meeting without prior reference to it and shall always remain subordinate to the Annual General Meetings.

8.7 The EXCO has the power to authorize the expenditure not exceeding \$10,000 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 EXCO meetings . 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 in his absence.

9.3 The Secretary shall keep all records, except financial, and shall be responsible for their correctness. He will keep minutes of all General and EXCO meetings. 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. He is authorized to expend up to \$100 per month for petty expenses on behalf of the society. He will not keep more than \$500 in the form of cash and money in excess of this will be deposited in a bank to be named by the EXCO. Cheques, etc for withdrawals will be signed by the Treasurer and either the President, Vice-President or the Secretary.

9.5 Ordinary Executive Committee Members shall assist in the general administration of the Society and perform duties as assigned by the EXCO from time to time.

AUDIT AND FINANCIAL YEAR

10.1 Two(2) voting members, not being members of the Executive 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:

- a) will be required to audit each year's accounts and present a report upon them at the Annual General Meeting.
- b) May be required by the President to audit the Society's account for any period within their tenure of office at any date and make a report to the EXCO.

10.3 The financial year shall be from 1st January to 31st December.

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 elected by a General Meeting of members
- c) 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:

- 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 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 the 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 properties, 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 into the privileges of the Society. All visitors and guests shall abide by the Society rules and regulations.

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.

Materials for gambling or drug taking and persons of bad character are prohibited from the Society's premises.

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

13.3 The Society shall not engage in any trade union activity or in any written law relating to trade unions for the time being in Singapore.

13.4 The Society shall not indulge in any political activity, contribute to any political funds and the premises used for any political purposes.

13.5 The Society shall not hold any lottery in the name of the Society, its Office Bearers, EXCO or members, unless with the prior approval of the relevant authorities.

13.6 The Society shall not raise funds from the public 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 at a general meeting and with the consent of two-thirds (2/3) of the voting members present at the General Meeting.

INTERPRETATION

15.1 In the event of any question or matter pertaining to administration which is not expressly provided for in this constitution, the EXCO shall have the power to use its own discretion.

DISPUTES

16.1 In the event of any dispute arising amongst members, attempts should be made 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-fifths (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 a 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.

Members of Executive Committee

Patron

Dr Fatimah Lateef

Member of Parliament

Emergency Physician

President

Dr Dana Elliott Srither

doctor@liferesus.com

Vice-President

Mr K Makhali

makhali@er.com.sg

Treasurer

Ms Amy Chan

amy@liferesus.com

Secretary

Ms Mazia Madon

maziamadon@yahoo.com.sg

Ordinary Members

Abdul Rasheed Doad

rasheed@firstaidtraining.com.sg

Arikah Sim

arikah@firstaidtraining.com.sg

Edwin Leong

edwin@firstaidtraining.com.sg

Gerard Christopher Fernandez

medivacunit@rescueteam.sg

Imran Ismail

imran@iemt.org

Nicholas F Cheong

nfcheong@starhub.com.sg

Locations of Operational Teams

(click on addresses to view maps)

Blk 61 Marine Drive

Locations Where Volunteers Needed Most at Present Time

(click on addresses to view maps)

Blk 63 Marine Drive

Blk 76 Marine Drive

Blk 63 Telok Blangah Heights

Blk 68 Toa Payoh Lorong 5

Blk 642 Bedok Reservoir Road

Blk 646 Jalan Tenaga

Blk 162 Simei Road

Blk 163 Simei Road

Blk 225 Serangoon Ave 4

Blk 227 Serangoon Ave 4

Blk 20 Upper Serangoon View

Blk 624 Ang Mo Kio Ave 4

Blk 625 Ang Mo Kio Ave 9

Blk 664D Jurong West St 64

Blk 412 Saujana Road

Blk 441 Fajar Road

Blk 350B Canberra Road

Blk 352 B Canberra Road

Blk 266 Yishun St 22

Blk 273 Yishun St 22

Our Partners



Emergencies First Aid and Rescue



ER Ambulance & Services



Singapore First Aid Training Centre



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