



CONSTITUTION OF DOVER PARK HOSPICE

1. NAME

The Society shall be known as “Dover Park Hospice” (hereinafter called “Hospice”).

2. DEFINITIONS

In this Constitution, unless the context otherwise requires:

“Council” means the Governing Council constituted under Article 10;

“Executive Committee” means the committee comprising office bearers elected under Article 10.8 and such other Council members as the Council may think fit;

“Individual Member” means an individual admitted as a member (including a Retiree Member) of the Hospice under Article 5.2;

“Institutional Member” means a statutory body, company or society constituted under any written law in Singapore and admitted as a member of the Hospice under Article 5.3;

“Palliative Care” means the active holistic care of individuals across all ages with serious health-related suffering due to severe illness and especially of those near the end of life, which aims to improve the quality of life of patients, their families and their caregivers;

“Retiree Member” means an Individual Member who has reached the age of 60 years.

Words importing the singular number only shall include the plural number and vice versa.

Words importing the masculine gender shall include the feminine and neutral genders.

3. PLACE OF BUSINESS

The place of business of the Hospice shall be at 10 Jalan Tan Tock Seng, Singapore 308436 or at such other address in Singapore as may from time to time be decided by the Council and approved by the Registrar of Societies.

4A. OBJECTS

The objects of the Hospice shall be:

- a) To provide a programme of active, compassionate care primarily directed towards improving the quality of life for those with life-limiting illnesses;
- b) To construct, maintain, improve, develop, control, manage and operate facilities as well as to undertake activities for the provision of Palliative Care in Singapore, regardless of race, religion and ability to pay;
- c) To provide or assist in providing counseling and financial assistance to patients and/or their families;
- d) To undertake alone or in conjunction with other institutions research into Palliative Care and the management of terminal illnesses and into methods of alleviating suffering arising therefrom and to publish the results of such research;
- e) To aid, assist and to give relief in any manner and to any extent to any institution whose object or objects are similar to or comparable with the objects of the Hospice;
- f) To organise meetings, courses, seminars and conventions to educate members of the caring professions and the general public on Palliative Care.

4B. POWERS

For the purpose of carrying out the aforementioned objects the Hospice shall have power:

- a) To employ all such professional staff, officers and employees as may be required for the purposes of the Hospice;
- b) To purchase or otherwise acquire lands for any estate or interest; and to erect and maintain buildings and alter and improve the same including any existing buildings;

- c) To pay all costs, charges and expenses incurred or sustained in or about the promotion and establishment of the Hospice and to remunerate any person or persons for services rendered in the promotion and establishment of the Hospice;
- d) To invite, issue, appeal for and solicit subscriptions, benefactions, donations and bequests to raise funds for the Hospice;
- e) To invest funds of the Hospice not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by the law;
- f) To agree to become a member of any joint venture, consortium, limited liability partnership, partnership, company, society, association or entity;
- g) To generally do all such things as may appear to be incidental or conducive to the attainment of the above objects or any of them.

5. MEMBERSHIP

5.1 The Hospice shall have two categories of members:-

- a) Individual members;
- b) Institutional Members.

5.2 The Council shall admit such individuals as approved by the Council as Individual Members.

5.3 The Council shall admit any such statutory body, company, entity or society constituted under any written law in Singapore as approved by the Council as an Institutional Member.

5.4 Application for membership shall be made in such form as the Council may prescribe from time to time. The Council may in its absolute discretion reject any application without stating any reason therefor. A copy of the Constitution shall be furnished to every approved member upon payment of the entrance fee.

5.5

- a) The Council may at its sole discretion, at any time appoint any former or current Council members who have made significant contribution to the Hospice as Honorary Council members.
- b) The first Honorary Council members shall be Dr Seet Ai Mee and Dr Lim Kian Tho Jerry.
- c) The Honorary Council members shall be entitled to attend all Council Meetings but shall not have voting rights in Council Meetings.
- d) At the sole discretion of the Council, any and all Honorary Council members may at any time be removed.
- e) The Honorary Council members shall not be available for election to be a Council Member.
- f) Current Council members who are appointed Honorary Council Members will step down from their appointment as Council members.

5.6 The Council may at any time appoint such number of persons as it thinks fit as Patrons. The roles and responsibilities of the Patrons shall be decided by the Council.

6. ENTRANCE FEE & SUBSCRIPTIONS

6.1 A member shall pay such entrance fee and annual subscription as Council may determine from time to time, which shall be payable in the manner prescribed by the Council.

7. RESIGNATION & TERMINATION OF MEMBERSHIP

7.1 A member may resign from the Hospice at any time by giving notice of his resignation to the Council but such member shall remain liable for any subscription or any sums as may be due to the Hospice on the date of his resignation.

7.2 The Council may at any time terminate the membership of any member:-

- a) If the member becomes of unsound mind or become bankrupt or suspends payment to, or makes any arrangement or composition with his creditors; or
- b) If the member goes into liquidation or is deregistered or suspends payment to, or makes any arrangement or composition with its creditors; or
- c) If the Council shall resolve that such member should cease to be a member of the Hospice.

- 7.3 The membership of any member who fails to pay any subscription for at least two (2) consecutive years (with such extension as the Council may approve at its discretion) shall be automatically terminated.
- 7.4 The Council shall maintain an up-to-date Register of Members of the Hospice at all times.

8. GENERAL MEETINGS

- 8.1 The supreme authority of the Hospice is vested in a General Meeting of the members.
- 8.2 The Hospice shall hold an Annual General Meeting no later than 6 months after the end of the relevant financial year, unless otherwise permitted by law or approved by the Council.
- 8.3 The business to be transacted at each Annual General Meeting shall be:-
- a) To consider the audited financial statements for the last preceding financial year and the report of the Independent Auditor thereon;
 - b) To consider the annual reports of the activities of the Hospice for the preceding year;
 - c) To appoint the Independent Auditor of the Hospice the following year;
 - d) Where applicable, to elect the members of the Council for the following term;
 - e) To consider any other matter or business affecting the Hospice.
- 8.4
- a) All general meetings of the Hospice other than the Annual General Meeting shall be called Extraordinary General Meetings;
 - b) The Honorary Secretary shall as and when directed by the Council convene an Extraordinary General Meeting of the Hospice;
 - c) Every general meeting of the Hospice shall be held on such date and at such time and place as the Executive Committee may determine. A general meeting may be conducted partially or wholly through electronic means (including without limitation, video conferencing or teleconferencing). The rules governing an electronic meeting shall be decided by the Executive Committee.
 - d) Members may participate in a general meeting by means of video conferencing, teleconferencing, telephone or similar communications by which persons participating in the general meeting are able to hear and be heard without the need for a member to be in the physical presence of other members and participation in the general meeting in this manner shall be deemed to constitute presence in person at such meeting. The members participating in any such general meeting shall be counted in the quorum for such general meeting and their votes shall be considered as valid. Subject to there being a requisite quorum under this Constitution, all resolutions agreed by the members in such general meeting shall be deemed to be as effective as a resolution passed at a meeting in person of the members duly convened and held.
- 8.5
- a) Upon receipt of a requisition in writing by at least one-third of the members for the time being of the Hospice or 25 members (whichever is the lower number), the Honorary Secretary shall, as soon as practicable, convene an Extraordinary General Meeting;
 - b) The requisition shall state the objects of the meeting and shall be signed by the requisitionists and deposited at the registered office of the Hospice.
- 8.6
- a) A general meeting shall be called by not less than fourteen (14) days' notice in writing (such notice to be given by hand, post, electronic mail or other means). The notice shall be exclusive of the day on which it is served and of the day for which it is given. The notice shall specify the place, date and time of the meeting and the nature of the business to be transacted thereat and in the case of special business, concise particulars thereof;
 - b) 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 and specifying the nature of business to be transacted;
 - c) All business to be transacted at a general meeting other than those specified in Article 8.3 shall be deemed to be special business;
 - d) The accidental omission to give such notice to, and the non-receipt of such notice by, a member shall not invalidate the proceedings at any meeting.

9. PROCEEDINGS AT GENERAL MEETINGS

- 9.1 At an Extraordinary General Meeting summoned on requisition, four-fifths of the requisitionists shall be a quorum but in all other cases one-quarter of the total number of members or 25 members (whichever is the lower number) shall form a quorum at any general meeting. If within half an hour after the time appointed for an Extraordinary General Meeting convened by requisition a quorum is not present, the meeting shall be dissolved. In any other case, it shall stand adjourned for half an hour, and if at such adjourned meeting the number there present be insufficient to form a quorum, those present shall be considered a quorum, but the meeting shall have no power to alter or amend the Constitution of the Hospice.
- 9.2 For the purposes of this Constitution, but subject to the definition of "Individual Member" in Article 2, "Individual Member" includes a person attending as a proxy and an Institutional Member shall be deemed to be personally present if represented in accordance with the provisions of Article 9.8.
- 9.3 The Chairman shall be entitled to take the chair at any general meeting. In the absence of the Chairman, the Vice-Chairman shall chair. In the absence of both the Chairman and the Vice-Chairman, any Council member appointed by the members present shall be entitled to take the chair.
- 9.4 Every resolution arising at a general meeting shall, unless a poll is demanded or required, be decided on a show of hands by the Individual Members and Institutional Members entitled to vote and be present in person or by proxy (including if they are present by electronic means). Save as otherwise provided in these Articles, all resolutions shall be decided by the simple majority of votes. In the case of an equality of votes, the person presiding at the meeting, shall have a casting vote.
- 9.5 A poll may be demanded by at least three members present in person. If a poll is duly demanded it shall be taken in such manner as the chairman directs, including but not limited to through the use of any electronic means, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
- 9.6 Individual Members and Institutional Members of the Hospice shall be entitled to be present in person or by proxy, to speak and to vote at a general meeting.
- 9.7 Every Individual Member or Institutional Member (whether present in person or by proxy) shall have one (1) vote each.
- 9.8 An Institutional Member shall be present at a meeting by its duly appointed representative. The appointment of the representative shall be made in writing and signed by an officer of the Institutional Member and deposited at the registered office of the Hospice not less than forty-eight (48) hours before the time for the holding of the meeting.
- 9.9 The proceedings at any meeting shall not be invalidated by reason of any irregularity in the convening thereof or otherwise, or any want of qualification of any of the persons present or voting thereat.

9.10

- (1) An instrument appointing a proxy shall be in writing in the common form or in any other form which the Executive Committee shall approve, under the hand of the appointor or his attorney duly authorised in writing or, if the appointor is a corporation, either under seal or in some other manner approved by the Executive Committee.
- (2) Where it is desired to afford Members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or a form as approved by the Executive Committee:

DOVER PARK HOSPICE

I/We, _____, of _____ being a Member/ Members of the Hospice, hereby appoint _____, of _____, or failing him, _____ of _____, as my/our proxy to vote for me/us on my/our behalf at the [annual or extraordinary, as the case may be] general meeting of the Hospice, to be held on the _____ day of _____, and at any adjournment thereof.

Signed this _____ day of _____ .

This form is to be used:-

- *in favour of
- (i) ----- the resolution (1).
against
- *in favour of
- (ii) ----- the resolution (2).
against
- *in favour of
- (iii) ----- the resolution (3).
against

*Strike out whichever is not desired. (Unless otherwise instructed, the proxy may vote as he thinks fit.)

- 9.11 The instrument appointing a proxy and the power of attorney or other authority, if any, under which it is signed or a notarially certified copy of such power or authority shall be deposited at the Place of Business stated in Article 3 or at such other place within the Republic of Singapore as is specified for that purpose in the notice convening the meeting at least forty eight hours before the time appointed for holding the meeting or adjourned meeting as the case may be; otherwise the person so named shall not be entitled to vote in respect thereof.
- 9.12 The instrument appointing a proxy shall be deemed to confer authority generally to act for the Member giving the proxy and shall be deemed to include the power to demand or concur in demanding a poll.
- 9.13 Unless otherwise directed by the Chairman, a vote given in accordance with the terms of an instrument of proxy shall be treated as valid notwithstanding the previous death or insanity of the principal or revocation of the proxy or of the authority under which the proxy was executed; Provided Always That no intimation in writing of such death, insanity, revocation or transfer as aforesaid shall have been received by the Hospice at the Place of Business stated in Article 3 before the commencement of the meeting or adjourned meeting at which the instrument is used.

10. GOVERNING COUNCIL

- 10.1 There shall be a Governing Council of the Hospice.
- 10.2 Unless otherwise determined by the Hospice in general meeting, the Governing Council shall consist of not less than 6 members and not more than 20 members.
- 10.3 The First Council members shall be Dr Seet Ai Mee, Dr Lim Kian Tho Jerry, Mr Toh Thian Ser, Ms Marlene Foo, Mr Leong Yit Siong, Ms Khoo Kim Geok Jacqueline, Mr Tang See Chim, Ms Choo Chieh Chen Helen, Dr Goh Fung Cynthia Ruth, Ms Bridget Williams, Ms Winnie Tang So Ling, Ms Nurjehan Adnan and Mr Yeo Toon Joo. All the first Council members shall retire at the First Annual General Meeting and shall be eligible for re-election.
- 10.4 Candidates for election to the Council at the Annual General Meeting shall be proposed and seconded and the nomination form duly signed by the proposing member and seconding member and also by the candidate, consenting to the nomination, shall be sent to the Honorary Secretary of the Hospice no later than three (3) months after the end of the relevant financial year. Any nomination(s) received after the relevant deadline shall be treated as void.
- 10.5 The suitability of any candidates for election or appointment to the Council would be reviewed by an Appointment / Nomination Committee comprising the Chairman (as chair of the committee), the Vice-Chairman, the Honorary Secretary and any other Council members as may be decided by the Council. The role of the Appointment / Nomination Committee is, amongst others, to assess that the candidates proposed would provide diversity to the Council in core skills and competencies and that candidates have personal attributes and commitment that would contribute to the Hospice. The majority approval by the Appointment / Nomination Committee shall be required for the candidates to be put up for election by the members. The Terms of Reference of the Appointment / Nomination Committee, including the processes of nomination, shall be decided by the Council. All candidates shall have their suitability reviewed by the Appointment / Nomination Committee before standing for election, re-election or such other procedure pursuant to which they shall be elected to the Council.
- 10.6 Election shall be on a simple majority vote of the members. All Individual Members and duly appointed representatives of Institutional Members shall be entitled to hold office.
- 10.7
- a) Each elected Council member shall serve a term of three (3) years (“**Term**”) and retire at the third Annual General Meeting from the date of their election or re-election. Subject to Article 10.7(b), a retiring Council member shall be eligible for re-election.
- b) No Council member shall serve for a continuous period of more than nine (9) years or intermittently over a continuous total period of nine (9) years. The member who has to retire under this Article 10.7(b) may be nominated and re-elected after a lapse of one (1) year.
- c) Notwithstanding anything to the contrary, the Treasurer and Assistant Treasurer shall not hold the same or equivalent position for a period of more than four (4) consecutive years.
- d) For the purposes of this Article, a year shall mean the period between two Annual General Meetings.
- 10.8 The elected Council members shall elect among themselves the following office bearers at the first Council meeting to be held within two weeks after their election at the Annual General Meeting:
- (a) A Chairman
(b) A Vice-Chairman
(c) An Honorary Secretary
(d) An Assistant Honorary Secretary
(e) An Honorary Treasurer
(f) An Assistant Honorary Treasurer
- 10.9 Any Council members may at any time be removed by the Council. Council members shall perform such functions as shall be assigned to them by the Council.

- 10.10 Any vacancy occurring during the term of office among the members of the Council, may be filled by the Council by co-option, provided the number of co-opted members shall not form more than 50% of the Council.
- 10.11 If at any time the number of Council members fall below 6, the remaining Council members shall be deemed to constitute a valid Council for the purpose of co-opting members to meet the minimum number and for this purpose only, provided the number of co-opted members shall not form more than 50% of the Council.
- 10.12 All co-opted Council members shall retire at the next Annual General Meeting and be eligible for re-election and shall be deemed to have served the first year of their Term upon such re-election.

11. POWERS OF THE COUNCIL

- 11.1 The Council shall represent the Hospice before all competent public authorities and in all dealings and transactions with third persons, with power to institute or defend suits brought in the name of or against the Hospice and, in general, direct and supervise the business and property of the Hospice and shall exercise all the necessary powers to ensure the full and proper administration and management of the affairs and property of the Hospice.
- 11.2 In addition to all powers herein expressly conferred upon them, and without limiting the generality of the powers under Article 11.1 or any Article, the Council shall have the following powers:-
- a) To expend the funds of the Hospice in such manner as they shall consider most beneficial for the purposes of the Hospice;
 - b) To enter into contracts on behalf of Hospice and to appoint any Council member or members or any employee of the Hospice to sign such contracts on behalf of the Hospice;
 - c) To open and maintain banking, investment and other accounts in the name of the Hospice and to give all instructions in connection with the operation of such accounts;
 - d) To appoint or engage such other staff and employees as the Council shall think fit, on such terms and to discharge such duties as they may think fit and to dismiss any such staff or employee;
 - e) To delegate all or any of their powers to any committee;
 - f) To appoint an Executive Committee consisting of office bearers elected under Article 10.8 and such other Council members as the Council may think fit (provided that a Council member shall always be Chairman of the Executive Committee) with power to manage the day to day affairs of the Council, to appoint sub-committees to assist in such functions and to exercise such other powers as may be vested on it by the Council from time to time;
 - g) To appoint any other committee or committees consisting of Council Members or any combination of Council members and such other persons or persons as they may think fit (so long as there shall be in the latter case, on each Committee one Council member who shall be the Chairman of that Committee) for any object, power or purpose authorised by these Articles which in the opinion of the Council would be better or more conveniently regulated, managed or carried out by means of a committee; and
 - h) To make, and from time to time to repeal or alter, regulations as to the management of the Hospice and the affairs thereof and as to the duties of any office-bearers or employees of the Hospice and as to the conduct of business by the Council or any committee (including their terms of reference), and as to any of the matters or things within the powers or under the control of the Council, provided that the same shall not be inconsistent with the Articles.
- 11.3 Funds received by the Hospice shall be deposited forthwith into such accounts as may be determined by the Council and official receipts of the same shall be duly issued and signed by the Treasurer or such other persons as may be appointed by the Council for that purpose.

12. PROCEEDINGS OF COUNCIL

- 12.1 The Council may meet for the dispatch of business, adjourn, and otherwise regulate their meetings as they may think fit. Such Council Meetings, however, shall be held at least four (4) times a year.
- 12.2 A Council meeting may be conducted partially or wholly through electronic means (including without limitation, video conferencing or teleconferencing). The rules governing an electronic meeting shall be decided by the Executive Committee.
- Council members may participate in a meeting of the Council by means of video conferencing, teleconferencing, telephone or similar communications by means of which persons participating in the meeting can hear each other, without a Council member being in the physical presence of another Council member, and participation in a meeting pursuant to this provision shall be deemed to constitute presence in person at such meeting. The Council members participating in any such meeting shall be counted in the quorum for such meeting and their votes shall be considered as valid. Subject to there being a requisite quorum in accordance with this Constitution, all resolutions agreed by the Council members in such meeting shall be deemed to be as effective as a resolution passed at a meeting in person of the Council members duly convened and held.
- 12.3 Six members of the Council present shall form a quorum. Three members of the Council may at any time, and the Honorary Secretary shall, upon the request in writing of not less than three Council members, summon a meeting of the Council. Notice of every meeting of the Council stating the general particulars of all business to be considered at such meeting, shall be sent by hand, post, electronic mail or other means to each member of the Council at least three days before such meeting, unless

urgent circumstances require shorter notice, but the proceedings of any meeting shall not be invalidated by any irregularity in respect of such notice, or by reason of any business being considered which is not comprised in such general particulars.

- 12.4 All questions, decisions and resolutions shall be decided by the votes of the majority of the members of the Council present and voting thereon at a meeting of the Council.
- 12.5 A decision or resolution in writing signed or approved by a majority of the Council members (who are not prohibited by law or this Constitution from voting on such resolutions) and constituting a quorum shall be as effective as a decision or resolution duly passed at a meeting of the Council members or of a committee of Council members duly convened and held. Any such decision or resolution may be contained in a single document or may consist of several documents all in like form, each signed or approved as aforesaid. A decision or resolution pursuant to this Article shall be deemed to have been passed on the date when the decision or resolution is signed or approved by the last Council member constituting a simple majority of the Council members. For the purposes of this Article, 'in writing' and 'signed' include approval by letter, facsimile, electronic mail or any other form of electronic communication or telegraphic communication or means approved by the Council members for such purpose from time to time.
- 12.6 The Chairman shall chair all meetings of the Council. In his absence from any meeting of the Council, the Vice-Chairman shall chair. In the absence of the Chairman and the Vice-Chairman, a chairman shall be elected by the Council members present at the meeting from among themselves to take the chair. In case of equality of votes, the chairman shall have a second or casting vote.
- 12.7 The Council shall cause minutes to be kept of the proceedings at general meetings of the Hospice and at meetings of the Council, and shall cause entries to be made therein of all resolutions put to the vote and of the result of the voting and any such minutes signed by the Chairman or by a member of the Council present at the meeting shall be sufficient evidence of the due passing of any resolution and of the amount of the majority voting in favour thereof.
- 12.8 The meetings and proceedings of any Committee shall be governed by the provisions herein contained for regulating the proceedings and meetings of the Council so far as the same are applicable thereto and are not superseded by any regulations made by the Council under Article 11.2(h).
- 12.9 The Council and any Committee appointed by it may act for all purposes notwithstanding any vacancy in their number and all proceedings at any meeting of Council or such Committee shall be valid and effectual notwithstanding that it may be afterwards discovered that any member of the Council or such Committee has not been properly appointed or elected.

13. ACCOUNTS

- 13.1 The income and property of the Hospice shall be applied solely towards the promotion of the objects of the Hospice as set out in Article 4A and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, profit or otherwise to members of the Hospice or Council members;
- Provided that nothing in the Article shall be construed as preventing the payment, in good faith, of -
- a) Remuneration to staff and employees of the Hospice;
 - b) Remuneration to any Council member charged with general administrative control over the work of the Hospice;
 - c) Out-of-pocket and travelling expenses to any Council member needed to perform duties on behalf of the Hospice; and
 - d) Other proper charges and expenses of the Hospice.
- 13.2 The Council shall cause true accounts to be kept:-
- a) Of all monies received and expended by the Hospice and the matters in respect of which such receipts and expenditure take place, and
 - b) Of the assets and liabilities of the Hospice and in such accounts assets held upon any special trust and receipts and payments on account of such trust shall be entered separately and apart from all other assets, receipts and payments, and
 - c) Of all sales and purchases of goods and services by the Hospice.
- 13.3 The Hospice may at a general meeting impose reasonable restrictions as to the time and manner at and in which the books and accounts of the Hospice may be inspected by the members and subject there to the books and accounts shall be open to inspection by the member at all reasonable times during the usual business hours.
- 13.4 The Council shall lay before the Annual General Meeting of the Hospice the audited financial statements of the Hospice for the last preceding financial year together with a report of the Independent Auditors of the Hospice. The financial year shall be from 1st April to 31st March of the following year or such other periods as may be decided by the Council.
- 13.5 The Council shall arrange for the financial statements to be audited yearly by the Independent Auditors of the Hospice. The Independent Auditors to be appointed by the Hospice at the Annual General Meeting shall be a public accountant, an accounting corporation, an accounting firm or an accounting limited liability partnership. They may be re-appointed year after year and may be required by the Chairman to audit the Hospice's accounts for any period within their tenure of office at any date and make a report to the Council.

14. ENDOWMENT FUND

There shall be established an Endowment Fund. No capital of the Endowment Fund shall be expended without the approval of members of the Hospice at a general meeting. Amounts earned in excess of the capital (which for the avoidance of doubt shall include net income, dividends, interest, accumulated surplus and fair value gain) shall be applied by the Council for the purposes of the Hospice in accordance with Article 13.

15. TRUST PROPERTY & TRUSTEES

- 15.1 The title of all and any real property which may be acquired by or for the purposes of the Hospice shall be vested in Trustees who shall be appointed by the Council and who shall enter into a deed of trust setting forth the purposes and conditions under which they hold the said property in trust for the Hospice. The number of Trustees shall not be less than two nor more than four.
- 15.2 Any Trustee may at any time resign his trusteeship. If a Trustee dies or becomes of unsound mind or moves permanently or is absent from the Republic of Singapore for a period of one year, he shall be deemed to have resigned his trusteeship.
- 15.3 If a Trustee is guilty of misconduct of such a kind as to render it undesirable that he continues as Trustee, a Council meeting may remove him from his trusteeship. Vacancies in the trusteeship may be filled through appointment by the Council. The result of such Council meeting shall then be notified to the Registrar of Societies.
- 15.4 The addresses of immovable properties, names of Trustees and any subsequent change must be notified to the Registrar of Societies and the Commissioner of Charities.

16. NOTICES

- 16.1 Any notice, document or communication may be served on or delivered to any member by any of the following means
- a) personally;
 - b) by sending it through the post in a prepaid cover addressed to such member at his last known address provided to the Hospice;
 - c) by delivering it to such address as aforesaid; or
 - d) by electronic mail (or other means) addressed to such electronic mail address as may be notified by the member to the Hospice from time to time

Where a notice, document or communication is served or sent by post or delivery, such notice, document or communication shall be deemed to be served or delivered at the time when the cover containing the same is posted or delivered, and in proving such service or delivery, it shall be sufficient to prove that such cover was properly addressed and posted or delivered as the case may be.

Where a notice, document or communication is served or sent by electronic mail (or other means), such notice, document or communication shall be deemed to be served or delivered at the time of transmission of the electronic mail (or other means) by the Hospice.

17. AMENDMENTS TO CONSTITUTION

These Articles or any of them shall not be added to, altered or rescinded except by resolution passed at a general meeting of the Hospice duly convened for that purpose, by not less than three-fourths of the members present thereat, provided that such amendments shall not come into force without prior approval of the Registrar of Societies and the Commissioner of Charities.

18. INTERPRETATIONS

In the event of any question or matter arising out of any point which is not expressly provided for in the rules, the Council shall have power to use their own discretion. The decision of the Council shall be final unless it is reversed at a general meeting of members.

19. PROHIBITIONS

- 19.1 Gambling of any kind, whether for stakes or not, is prohibited on the Hospice's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- 19.2 The funds of the Hospice shall not be used to pay the fines of members who have been convicted in court.
- 19.3 The Hospice 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.

- 19.4 The Hospice shall not attempt to restrict or interfere with trade or make directly or indirectly any recommendation to, any arrangement with its members which has the purpose or is likely to have the effect of fixing or controlling the price or any discount, allowance or rebate relating to any goods or services which adversely affect consumer interest.
- 19.5 The Hospice shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 19.6 The Hospice shall not hold any lottery, whether confined to its members or not, in the name of the Hospice or its office-bearers, Council or members unless with the prior approval of the relevant authorities.
- 19.7 The Hospice 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, where required.

20. DISSOLUTION

- 20.1 The Hospice shall not be dissolved except by a resolution passed at a general meeting of the Hospice duly convened for that purposes, by not less than three-fourths of the voting members for the time being resident in Singapore expressed either in person or by proxy.
- 20.2 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies and the Commissioner of Charities.
- 20.3 Upon dissolution the net assets of the Hospice, after paying all liabilities present, future and contingent and all expenses of the Hospice shall be donated to an institution or institutions of public character registered as a Charity under the Charities Act 1994.