

CONSTITUTION OF:

HOSPITALITY PURCHASING ASSOCIATION (SINGAPORE)

1. **Name**

- 1.1 This Association shall be known as the “**Hospitality Purchasing Association (Singapore)**”, hereinafter referred to as the "Association"

2. **Place of Business**

- 2.1 Its place of business shall be at " c/o KWCA Pte Ltd - 80 Raffles Place, #25-01 UOB 5 Plaza 1, Singapore 048624" or such other address as may subsequently be decided upon by the Management Committee and approved by the Registrar of Societies. The Association shall carry out its activities only in places and premise which have the prior written approval from the relevant authorities, where necessary.

3. **Objects**

- 3.1 The objectives of the Association are to foster and promote the professionalism , development and application of hospitality purchasing in all aspects including sourcing, buying, stores management , inventory control, facilities management through the organisation of appropriate activities and services amongst its members includes:-
- a. The organisation of seminars, conferences, discussions, educational tours, courses related to hospitality purchasing.
 - b. The publication of journals and other literature on hospitality purchasing and related materials.
 - c. The maintenance and sharing of information relating to hospitality purchasing and other related subjects
 - d. Co-operation and affiliation with local and international organisations whose interests and objects are similar or complementary to those of the Association.
 - e. Social interaction within the hospitality industry.

NOTE:-

Hospitality purchasing relates to all people in the trade of hotels, airlines, country clubs, restaurants, hospitals, fast food chains, catering on-shore, catering off-shore and other related hospitality business in the service industry.

The main function of the hospitality purchaser is the procurement of goods and services to the organisation of his or her employment. Examples are engineering supplies, food and beverage supplies, housekeeping supplies, etc.

4. **Membership**

- 4.1 There shall be 6 classes of membership:-
- a. *Founder members* - person(s) who rendered distinguished services to the founding and the formation of the Association and hold or have held management position in the hospitality purchasing functions.
 - b. *Ordinary members* - person(s) who perform purchasing functions in the hospitality industry or person(s) who have performed purchasing functions with more than five (5) years hospitality related purchasing experience.

- c. *Associate members* - person(s) who are employed in any of the trade in the hospitality industry and other person(s) with related trade approved by the Management Committee.
 - d. *Honorary members* - distinguished person(s) in the field of the professional or who have rendered distinguished services to the Association shall be nominated by the Management Committee for a term of 2 years.
 - e. *Patron members* - distinguished person(s) in the field of the profession who will be invited to provide patronage to the Association by the Management Committee.
- 4.2 Application for membership must be made on the prescribed form and submitted to the Membership Director for the Management Committee's approval.
- 4.3 A new member must be proposed and seconded by existing members. The Management Committee will decide on the application for membership.
- 4.4 The Association may not admit to membership, or retain as a member any person engaged in the solicitation of orders, or who is in charge of, or responsible for sales as a supplier.
- 4.5 A copy of the constitution can be found online. Access will be given to every approved member upon payment of annual subscription fees.

5. **Entrance Fees, Subscriptions and Other Dues**

5.1 The annual subscriptions payable by members are:

<u>Membership class</u>	<u>Annual Subscription</u>
Ordinary members	S\$60.00
Associate members	S\$88.00
Founding members	S\$60.00
Honorary members	nil
Patron members	nil
Committee members	nil (for the term served)

In the event that a Committee Member did not manage to serve a complete term, they will be required to make payment based on pro-rated basis.

5.2 The annual subscription is to be paid upon application of membership. Subsequent subscriptions are payable on each calendar year.

Note: Founding members need only to pay a one-time entrance and annual subscription fees.

5.3 Annual subscriptions are payable in advance within the first month of the year. If a member falls into arrears with his subscription or other dues, he shall be informed immediately by the Honorary Treasurer. If he fails to settle his arrears within 4 weeks of their becoming due, the

President may order that his name be posted on the Association's notice board and that he be denied the privileges of membership until he settle his account. If he fails into arrears for more than 3 months' dues, he will automatically cease to be a member.

However if he likes to be re-instated, he will need to settle all previous arrears to the Association and renewal subject to the approval of the Management Committee.

5.4 Any additional fund required for special purposes may only be raised from members with the consent of the general meeting of the members.

6. Rights and Privileges of members

6.1 Only Founder and Ordinary members whom are above 21 years of age shall have the right to vote at general meetings and they may stand for election to the Management Committee if they are Singapore citizens or permanent residents.

7. Supreme Authority And General Meeting

7.1 The Supreme authority of the Association is vested in a general meeting of the members presided by the President.

7.2 An Annual General Meeting shall be held in September.

7.3 At least two weeks' notice shall be given of an Annual General Meeting. Notice of meeting stating the date, time and place of the meeting shall be sent by the Honorary Secretary to all voting members. The particulars of the agenda shall be posted on the Association's notice board four days in advance of the meeting.

7.4 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.

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

8. Extraordinary General Meeting (EGM)

8.1 The Honorary Secretary shall convene an Extraordinary General Meeting (EGM):

- a. at the request of the President ;
- b. if the Management Committee so resolve;
- c. upon receiving a written requisition from 30 voting members or 25% of the voting membership whichever is lesser.

8.2 The notice in writing shall be given to the Honorary Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within one month from receiving this request to convene the Extraordinary General Meeting.

8.3 Fourteen (14) days' notice in writing of the EGM shall be given to every members of the Association entitled to vote thereat; and the notice shall specify the agenda of the meeting.

8.4 If the Management Committee does not within one month 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 meeting by giving 10 days ' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Association's notice board.

9. **Quorum**

9.1 At least 30 voting members or 25% to the total number of voting memberships, whichever is lesser, shall constitute a quorum for the Annual General Meeting and Extraordinary General Meeting .

9.2 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 of the existing Rules.

10. **Voting**

10.1 Subject to a quorum being present at any general meeting, every matter put to vote shall be decided by a simple majority of the members present unless otherwise stated in the Constitution.

10.2 Election shall be either by show of hands or, subject to the agreement of the majority of the voting members present, by secret ballots. In the event of equality of vote, the Chairman of the meeting shall have a second or casting vote.

10.3 All members present and entitled to vote thereat must have any money due to the Association paid up before they can vote or stand for office. No voting by proxy shall be allowed.

11. **Management and Management Committee**

11.1 The administration of the Association shall be entrusted to a Management Committee consisting of the following to be elected at each alternate Annual General Meeting:-

A President
2 Vice Presidents
An Honorary Secretary
An Assistant Honorary Secretary
An Honorary Treasurer
An Assistant Honorary Treasurer
7 Ordinary Committee Members

11.2 Names for above officers 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 Honorary Treasurer and Assistant Honorary Treasurer may be re-elected to the same or related post for a consecutive term of office.

11.3 The term of office of the Management Committee is two (2) years.

12. Management Committee Meeting

12.1 A Management Committee meeting shall be held at least once every two (2) months giving seven (7) days' notice to Management committee members with the agenda. At least half (½) of the Management Committee members must be present including two from the President, Vice President, Honorary Secretary, Asst Honorary Secretary, Honorary Treasurer and Asst Honorary Treasurer for its proceedings to be valid.

12.2 Any member of the Management Committee absenting himself from three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Management Committee and a successor may be co-opted by the Committee to serve until the next Annual General Meeting. Any change in the Management Committee shall be notified to the Registrar of Societies within two weeks of the change.

12.3 The duty of the Management Committee is to organise and supervise the daily activities of the Association. The Management Committee may not act contrary to the expressed wishes of the general meeting without prior reference to it and always remains subordinate to the general meeting.

12.4 The Management Committee has power to authorise the expenditure of a sum not exceeding Singapore Dollars Five Thousand (\$5,000.00) per month from the Associations' fund for the Association's purpose.

13. Duties of office-bearers

13.1 The President shall act as Chairman at all general and Management Committee meetings. He shall also represent the Association in its dealings with outside person(s).

13.2 The Vice-President shall assist the President and deputise for him in his absence.

13.3 The Honorary Secretary shall keep all records, except financial, of the Association and shall be responsible for their correctness. He will keep minutes of all general and Management Committee meetings. He shall maintain an up-to-date Register of Members at all times.

13.4 The Assistant Honorary Secretary shall assist the Honorary Secretary and deputise for him in his absence.

13.5 The Honorary Treasurer shall keep all funds and/or collections and disburse all moneys on behalf of the Association. He shall keep an account of all monetary transactions and shall be responsible for their correctness. He is authorised to expend up to Singapore Dollars Five Thousand (S\$5,000.00) per month for petty expenses on behalf of the Association. He will not keep more than Singapore Dollars Five Hundred (\$500.00) in the form of cash and money in excess of this shall be deposited in a bank to be named by the Management Committee. Cheque(s) for withdrawal from the bank will be signed by Honorary Treasurer or Assistant Honorary Treasurer and the President or Vice President.

13.6 The Asst Honorary Treasurer shall assist Honorary Treasurer and deputise for him in his

absence.

13.7 Ordinary Management Committee shall assist in the general administration of the Association and perform duties assigned by the Management Committee from time to time.

14. Audit and Financial Year

13.8 Two (2) voting members, not member of the Management Committee, shall be elected as Honorary Auditors at each alternate Annual General Meeting for a term of two (2) years and shall not be re-elected for a consecutive term.

13.9 The Honorary Auditor shall be required to audit each year's accounts and shall present a report upon them to the Annual General Meeting.

13.10 The Honorary Auditor may be required by the President to audit the Association's accounts for any period within their tenure of the office at any date and make a report to the Management Committee.

13.11 The financial year shall be from 1st July to 30th June.

15. Trustees

15.1 If the Association at any time acquires any immovable property, such property shall be vested in the trustees subject to a declaration of trust.

15.2 The trustees of the Association shall

- a. Not be more than four and not less than two 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.

15.3 The office of the trustee shall vacate:

- 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 of more than one 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 the trusteeship.

15.4 Notice of any proposal to remove a trustee from this trusteeship or to appoint a new trustee to fill a vacancy must be given by posting it on the notice board in the Association's premise at least two 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.

15.5 The addresses of immovable properties, name of trustees and any subsequent change must be notified to the Registrar of Societies.

16. Prohibitions

16.1 Gambling of any kind, whether for stakes or not, is forbidden on the Association's premise. The introduction of materials for gambling or drug taking and of bad characters

in the premises is prohibited.

- 16.2 The funds of the Association shall not be used to pay the fines of the members who have been convicted in court.
- 16.3 The Association 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.
- 16.4 The Association 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 of any discount, allowance or rebate relating to any goods or service which adversely affect consumer interests.
- 16.5 The Association shall not indulge in any political activity or allow its funds or premises to be used for political purposes.
- 16.6 The Association shall not hold lottery, whether confirmed to its members nor not, in the name of the Association for its office bearers, Management Committee or members unless with the prior approval of the relevant authorities.
- 16.7 The Association shall not raise funds from the public for whatever purposes without the prior approval in writing of the Head, Licensing Division, Singapore Police Force and other relevant authorities.

17. **Amendment to Rules**

- 17.1 No alteration or addition/deletion to these rules shall be made except at the Annual General Meeting or Extraordinary General Meeting and with the consent of half (%) of the voting members present at the general meeting and they shall not come into force with the prior sanction of the Registrar of Societies.

18. **Interpretation**

- 18.1 In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in the rules, the Management Committee shall have the power to use their own discretion. The decision of the Management Committee shall be final unless it is reversed a general meeting of members.

19. **Disputes**

- 19.1 In the event of any dispute arising amongst members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with the rules in the constitution. Should the members fail to resolve the matter, they may bring the matter to a court of Law for the members.

20. **Dissolution**

- 20.1 The Association shall not be dissolved, except with the consent of not less than three-fifth (3/5) of the total voting membership of the Association for the time being resident in Singapore expressed, either in person or in writing, at a general meeting convened for the purpose.

- 20.2 In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged and the remaining funds will be donated to an approved charity or charities in Singapore.
- 20.3 A Certificate of Dissolution shall be given within seven days of the dissolution to the Registrar of Societies.

**LOYALTY TO YOUR COMPANY
JUSTICE TO THOSE WITH WHOM YOU DEAL
FAITH IN YOUR PROFESSION**

**HOSPITALITY PURCHASING ASSOCIATION CODE OF
PURCHASING ETHICS**

- a) Maintaining an unimpeachable standard of integrity
- b) Demonstrating loyalty to the employers
- c) Fostering the highest standards of professional competence
- d) Optimising the use resources
- e) Complying with the letter and spirit of Constitution and the Laws of Singapore
- f) Assisting any Purchasing Personnel in the performance of their duties
- g) Striving to be updated on products and service excellence.

Date: February 2017