

PEOPLE'S ASSOCIATION YOUTH MOVEMENT (PAYM) CONSTITUTION
(as at 29 June 2009)

INTERPRETATION

- 1 In this Constitution, unless the context otherwise requires:
- (a) 'Adviser' means the Adviser to the Youth Executive Committee;
 - (b) 'Panel' means the Panel of Advisers to the People's Association Youth Movement Central Youth Council;
 - (c) 'Association' means the People's Association constituted under Section 2 of the People's Association Act (Cap 227);
 - (d) 'Board of Management' means the Board of Management of the People's Association;
 - (e) 'Chief Executive Director' means the Chief Executive Director, People's Association;
 - (f) 'Community Club' means the Community Club of the Association, and includes the Community Centre of the Association;
 - (g) 'Community Development Council' means the Community Development Council constituted under the People's Association (Community Development Councils) Rules;
 - (h) 'Constituency' means the single-member constituency or a division of the Group Representation Constituency to which the Committee belong;
 - (i) 'Youth Club' means the group of PAssion Card members between 12 and 35 years old with the Community Club or residing within the Constituency;
 - (j) 'YEC' means the Youth Executive Committee of the Community Club of the People's Association; and
 - (k) 'Council' means People's Association Youth Movement Central Youth Council.

NAME

- 2 There shall be constituted a movement known as People's Association Youth Movement (hereinafter referred to as PAYM), which comprises all Youth Clubs and the Council.

FUNCTIONS

- 3 The functions of the PAYM are to:
- (a) promote social cohesiveness, national consciousness and patriotism among youths;
 - (b) channel youth energies to constructive pursuits;
 - (c) foster leadership qualities and organising abilities among youths; and
 - (d) promote friendship and understanding among youths at national and international levels.

PLACE OF BUSINESS

- 4 The place of business of the PAYM shall be at the People's Association, 9 King George's Avenue, Singapore 208581.

THE YOUTH CLUB**NAME**

- 5 The Youth Club shall be named after the Community Club or the constituency where it is based, and its affairs shall be managed by the YEC.

MEMBERSHIP OF THE YOUTH CLUB

- 6 The following shall be deemed members of the Youth Club:
- (a) PAssion Card members, between 12 and 35 years old, of the Community Club; and

- (b) PAssion Card members, between 12 and 35 years old, who are local residents of the Constituency.

VALIDITY OF MEMBERSHIP

- 7 For Youth Club members, the validity of membership shall correspond to the PAssion Card membership. The membership is renewable upon expiry.

TERMINATION OF MEMBERSHIP

- 8 A member shall be liable to have his/her membership terminated:
 - (a) if he/she does not observe the Constitution;
 - (b) if he/she fails to pay his subscription upon the expiry of his membership; or
 - (c) if he/she is found to be involved in activities prejudicial to the interest and good name of the PAYM.

MEMBERSHIP REGISTER

- 9 An up-to-date membership register shall be maintained.

THE YEC

FUNCTIONS

- 10 The functions of the YEC are to:
 - (a) formulate programmes for the youth and set up sub-committees to implement its activities;
 - (b) work closely with the Community Club Management Committee and other grassroots organisations in organising community development projects; and
 - (c) work closely with other Youth Clubs and the Council to implement the functions of the Movement.

ADVISER

- 11 One or more Advisers to the YEC shall be appointed by the Chairman or Deputy Chairman, Board of Management.

COMPOSITION OF THE YEC

- 12 The YEC shall consist of not less than 19 but not more than 30 members, who shall be elected from among members of the Youth Club. There shall be two ex officio members appointed in the following manner:
- (a) a representative of the Chief Executive Director; and
 - (b) a representative of the Community Club Management Committee.
- 13 The YEC can also have appointed members who must be members of the Youth Club and appointed by the Chief Executive Director. The appointed members shall not exceed one-third of the membership of elected members.
- 14 Appointed members, including those filling any vacancy arising from the resignation, termination or vacation of office by any elected members, can fill all positions spelt out in paragraphs 17 and 18, except Chairman, General Secretary and Treasurer.

ELECTION OF YEC MEMBERS AND OFFICE BEARERS

- 15 The elected YEC members shall be in office for a term of two years and shall be eligible for re-election.
- 16 Every YEC member shall be issued with a Certificate of Membership by the Deputy Director (Youth).
- 17 The office bearers shall be as follows:
- (a) Chairman;
 - (b) Vice-Chairman (up to three);

- (c) General Secretary;
- (d) Assistant General Secretary (up to three);
- (e) Treasurer;
- (f) Assistant Treasurer (up to two); and
- (g) Auditor (up to two).

18 The other appointments shall be as follows:

- (a) Sports and Wellness Secretary;
- (b) Social & Community Service Secretary;
- (c) Membership Secretary;
- (d) Publicity and New Media Secretary;
- (e) Social Development Secretary; and
- (f) Other posts as and when necessary.

19 The Chairman, Treasurer and Auditor shall be at least 21 years old.

20 Only elected members shall be eligible to elect and be elected to the posts of the Chairman, General Secretary and Treasurer.

21 All persons to be elected or appointed into the YEC shall be Singapore Citizens or Permanent Residents and not less than 15 years of age.

22 Permanent Residents shall be eligible to hold office in the YEC except for positions of Chairman, General Secretary and Treasurer.

23 The number of Permanent Residents in the YEC shall not exceed 15% of the maximum membership, or five, whichever is the lower.

DUTIES OF OFFICE BEARERS

- 24 The Chairman shall preside at the General Meeting and all meetings of the YEC. He shall represent the Youth Club as a member of the Community Club Management Committee.
- 25 Anyone of the Vice-Chairmen, in order of precedence, shall assume and discharge all duties of the Chairman in the latter's absence.
- 26 The General Secretary shall conduct all correspondence, keep minutes of meetings, maintain all records except accounts, prepare the biennial report and perform all other duties pertaining to his office.
- 27 Anyone of the Assistant General Secretaries, in order of precedence, shall assume and discharge all duties of the General Secretary in the latter's absence.
- 28 The Treasurer shall receive money on behalf of the Youth Club, maintain proper accounting records, arrange for banking facilities, process payments and present monthly and annual statements of accounts.
- 29 The Assistant Treasurer(s) shall assist the Treasurer and discharge all duties of the Treasurer in the latter's absence.
- 30 The Auditor shall check and certify the monthly Receipt and Payment Statement and the books of accounts and shall submit immediately a written report on any discrepancies to the Chairman, with a copy to the Internal Audit Division of the People's Association.

DUTIES OF OTHER APPOINTMENT HOLDERS

- 31 The Sports and Wellness Secretary shall be responsible for promoting sports and wellness activities.
- 32 The Social and Community Service Secretary shall be responsible for organising social and community service activities.

- 33 The Membership Secretary shall be responsible for all membership matters.
- 34 The Publicity and New Media Secretary shall be responsible for all publicity and new media matters.
- 35 The Social Development Secretary shall be responsible for promoting social development and family activities.

ELECTION

- 36 Election of the YEC shall be held once in two years at the General Meeting. All members of the Youth Club shall be eligible to stand for election provided they are:
- (a) Singapore Citizens or permanent residents;
 - (b) between the ages of 15 and 35 years; and
 - (c) approved by the Chief Executive Director.
- 37 Nomination of candidates for election shall be made on prescribed forms and submitted to the General Secretary at least one month before the election.

GENERAL MEETING

- 38 A General Meeting shall be held prior to the expiry of the term of office of the YEC. The General Meeting shall:
- (a) consider and approve the minutes of the last General Meeting;
 - (b) consider and approve the Biennial Report;
 - (c) consider and approve the audited statements of accounts;
 - (d) elect members of the new YEC; and
 - (e) transact any other business.

NOTICE OF GENERAL MEETING

- 39 At least one and a half month's notice shall be given in writing by the General Secretary to the members and the notice shall set out the agenda of the General Meeting.

QUORUM

- 40 One hundred members or one-third of the membership of the Youth Club, whichever is less, shall constitute a quorum for the General Meeting. In the event of there being no quorum, the meeting shall be adjourned, unless otherwise decided by the Chief Executive Director or his authorised representative, to a day in the following fortnight at a place and time to be decided and those present shall be considered a quorum.

RESIGNATION

- 41 Members may resign from the YEC by giving one month's notice in writing to the Committee which shall forward it to the Chief Executive Director together with the Committee's recommendations.

TERMINATION

- 42 The Chief Executive Director may terminate the term of office of a member without assigning any reason.

VACATION OF OFFICE

- 43 Any YEC member who absents himself from three consecutive meetings without leave of absence from the YEC shall cease to be a member of the YEC.

REPLACEMENT

- 44 In the event of any vacancy occurring by virtue of resignation or termination of offices arising out of any other circumstances, the Chief Executive Director may appoint a suitable YEC member to fill the vacancy. Appointed members shall hold office, other than Chairman, General Secretary and Treasurer, until the expiry of the term of the YEC

and shall be eligible for re-election or re-appointment.

POWERS OF THE YEC

- 45 The YEC shall have the power to:
- (a) organise and supervise the activities of the YEC and to make decisions on matters affecting the YEC;
 - (b) form sub-committees for specific purposes, and
 - (c) appoint any YEC member or any member of the public to serve in sub-committees.
- 46 With the approval of the Chief Executive Director, the YEC may levy and collect:
- (a) course fees in accordance with the rates approved by the Chief Executive Director; and
 - (b) participation fees for organised activities.
- 47 The YEC shall have the authority to use its funds in accordance with the Financial Procedures in the Appendix.
- 48 The YEC may embark on fund-raising projects in accordance with the People's Association Rules and Regulations governing fund-raising projects.

MEETINGS OF THE YEC

- 49 A YEC meeting shall be held at least once a month or as often as it deems necessary.
- 50 Meetings of the YEC shall be convened by the General Secretary who shall give at least seven days' notice in writing for such meetings. The notice shall set out the agenda of the meetings.
- 51 In the event of emergencies, meetings of the YEC may be convened

without the usual notice, provided that the Chairman and the General Secretary and at least two other members require such meetings, and provided that notice has been served on all members of the YEC.

- 52 The quorum for a YEC meeting shall be one-third of the number of the members of the YEC.
- 53 All matters arising at a YEC meeting shall be decided by a simple majority of votes among the members present, and in the case of an equality of votes, the person presiding at the meeting shall have a second or casting vote.
- 54 A copy of the minutes of each meeting shall be sent to the Chief Executive Director no later than 14 days after the date of the meeting.

AUDIT

- 55 All accounts of the YEC shall be audited by the Internal Audit Division of the People's Association.

DISSOLUTION

- 56 The YEC may be dissolved:
- (a) by two-thirds of the votes of all members of the Youth Club taken at a meeting specially convened for this purpose, with the approval of the Chief Executive Director; or
 - (b) by the direction of the Chief Executive Director.

TRANSFER OF ASSETS UPON DISSOLUTION OF THE YEC

- 57 Upon notification of its dissolution, the YEC shall normally, at its last meeting, recommend to the Chief Executive Director to transfer its assets including balance of funds to the organisations approved by the Association.

THE COUNCIL

FUNCTIONS

58 The functions of the Council are to:

- (a) outline the strategic directions for the Movement;
- (b) represent the Movement at both national and international levels;
and
- (c) appoint standing committees and ad-hoc committees to carry out its activities.

PANEL OF ADVISERS

59 There shall be a Panel of Advisers appointed by the Chairman or Deputy Chairman, Board of Management, for a two-year term, comprising:

- (a) Advisers to the YECs;
- (b) community leaders and persons who have made outstanding contributions towards the development of the Singapore and/or youth community at large; and
- (c) the Chief Executive Director.

60 The Panel shall advise the Council on all matters.

61 The Panel shall meet as and when necessary.

COMPOSITION OF THE COUNCIL

62 The Council shall comprise:

- (a) four YEC Chairmen elected from each Community Development Council District;
- (b) up to another 10 to be elected from among all other YEC Chairmen;
- (c) up to eight nominated members from the YECs, representatives from approved youth organisations or distinguished individuals who can contribute to the Council; and

- (d) one senior officer of the People's Association in charge of Youth Movement who shall be the Secretary/Treasurer.

63 The Chief Executive Director or his authorised representatives shall be in attendance at all meetings and shall participate in the deliberation of the Council.

ELECTION OF OFFICE BEARERS

64 The Council shall elect the following office bearers from among its elected members:

- (a) Chairman;
- (b) 1st Vice-Chairman; and
- (c) 2nd Vice-Chairman.

65 Only elected members of the Council are eligible to elect and be elected to the posts of Chairman and 1st and 2nd Vice-Chairman.

66 A Council member who during his term of office is not re-elected as the Chairman or a member of a YEC may continue to serve until the end of the term, subject to the approval of the Chief Executive Director.

67 Every Council member shall be issued a letter of appointment by the Chief Executive Director.

DUTIES OF OFFICE BEARERS

68 The Chairman shall preside at all meetings of the Council, represent the Council and report the Council activities to the Association.

69 Any one of the Vice-Chairmen, in order of precedence, shall assume and discharge all duties of the Chairman in the latter's absence.

70 The Secretary/Treasurer shall conduct all correspondence on behalf of the Council, keep minutes of meetings, maintain all records, prepare and

submit annual reports and generally perform all duties pertaining to his office. He shall also receive money on behalf of the Council, maintain proper accounting records, arrange for banking facilities, process payments and prepare monthly and annual statements of accounts.

ELECTION OF MEMBERS

- 71 There shall be four YEC Chairmen elected to represent every Community Development Council District and up to another 10 to be elected from among all other YEC Chairmen.
- 72 The Secretary of the Council shall convene a General Meeting of the Chairmen of the YECs in every Community Development Council District to elect the members to represent them in the Council. The General Meeting shall be held when the YECs have been formed after the completion of the Biennial General Meetings of the Youth Clubs.
- 73 The Chairmen of the YECs are eligible to stand for election. The Chairmen can nominate themselves but every nomination must be approved by the Chief Executive Director.
- 74 Nominations of candidates shall be made on prescribed forms obtainable from the Youth Movement Section and submitted to the Secretary of the Council at least 14 days before the General Meeting is convened.
- 75 The Secretary shall give a notice in writing to all newly elected Chairmen of the YECs at least 21 days before the General Meeting.
- 76 One half of the total number of the YEC Chairmen, rounded up to the nearest one person, shall constitute a quorum for the General Meeting. In the event of there being no quorum, the meeting shall be adjourned, unless otherwise directed by the Chief Executive Director or his representative, to a day in the following fortnight at a place and time to be decided and those present shall be considered a quorum.
- 77 Upon the completion of the General Meetings, the Secretary shall give a notice in writing to all elected Chairmen of the YECs at least seven days before the commencement of a second General Meeting to elect up to another 10 members from among all the YECs, regardless of district,

into the Council. The quorum shall follow that of Paragraph 77.

NOMINATION OF MEMBERS

- 78 Elected members of the Council may appoint up to eight members into the Council subject to the approval by the Chief Executive Director.
- 79 Appointed members can be a member of the YEC, representatives from the approved youth organisations or distinguished individuals who can contribute to the Council.

TERM OF OFFICE

- 80 Members of the Council shall hold office for two years.

RESIGNATION

- 81 A Council member may resign from the Council by giving one month's notice in writing to the Council, which shall forward it to the Chief Executive Director, together with the Council's recommendations.
- 82 The Chief Executive Director shall have the discretion to terminate the appointment of any Council member without giving any reasons.

VACATION OF OFFICE

- 83 Any Council member who absents himself from three consecutive Council meetings without leave of absence from the Council shall cease to be a member of the Council.

REPLACEMENT

- 84 In the event of any vacancy occurring by virtue of resignation or termination of offices arising out of any other circumstances, the Chief Executive Director may appoint a suitable Council member to fill the vacancy.

- 85 In the case of an appointed member's vacancy, the Chief Executive Director may fill it with a suitable member from YECs, organisation and/or distinguished individuals who can contribute to the Council.
- 86 For an elected member's vacancy, the Secretary may, upon the direction from the Chief Executive Director, call a General Meeting of the Community Development Council District where the vacancy arises to elect the replacement from among the YEC Chairmen. The General Meeting shall comply with all the requirements on election of members in paragraphs 74 to 77.

POWERS OF THE COUNCIL

- 87 The Council shall have the power to:
- (a) organise and supervise the activities of the Council and to recommend decisions on matters affecting the Council;
 - (b) form sub-committees for specific purposes, and
 - (c) appoint any Council member or any member of the public to serve in sub-committees.
- 88 The Council shall have the authority to use its funds in accordance with the Financial Procedures in the Appendix.
- 89 The Council may embark on fund-raising projects in accordance with the People's Association Rules and Regulations governing fund-raising projects.

MEETINGS OF THE COUNCIL

- 90 A Council meeting shall be held at least once in three months or as often as it deems necessary.
- 91 Meetings of the Council shall be convened by the Secretary, who shall give at least seven days' notice in writing for such meetings. The notice shall set out the agenda of the meetings.

- 92 In the event of emergencies, meetings of the Council may be convened without the usual notice, provided that the Chairman and the Secretary and at least two other members require such meetings, and provided that notice has been served on all members of the Council.
- 93 The quorum for a Council meeting shall be one-third of the number of members of the Council.
- 94 All matters arising at a Council meeting shall be decided by a simple majority vote of the members present, and in case of an equality of votes, the person presiding at the meeting shall have a second or casting vote.
- 95 The Council shall hold its last meeting at least one month before the expiry of the term. At the meeting, the members shall:
- (a) consider and approve the Biennial Report;
 - (b) consider and approve the audited statements of accounts; and
 - (c) transact any other business.

ANNUAL REPORT AND STATEMENT OF ACCOUNTS

- 96 The Council shall, by 15th May each year, submit to the Chief Executive Director an annual report of activities and annual statement of accounts of the Council for the preceding financial year ended 31 March.

AUDIT

- 97 All accounts of the Council shall be audited by the Internal Audit Division of the People's Association.

DISSOLUTION OF THE COUNCIL

- 98 The Council may be dissolved:
- (a) by the unanimous vote of all members of the Council taken at the meeting specially convened for this purpose, with the approval of

the Chief Executive Director; or

- (b) by the direction of the Chief Executive Director.

TRANSFER OF ASSETS UPON DISSOLUTION OF THE COUNCIL

- 99 Upon notification of its dissolution, the Council shall normally, at its last meeting, recommend to the Chief Executive Director to transfer its assets including balance of funds to the organisations approved by People's Association.

AMENDMENTS

- 100 The Chief Executive Director may make amendments to the Constitution provided that notice of such amendments is given to the YECs and the Council and shall take effect only 14 days after the date of such notice.

FINANCIAL PROCEDURES

- 1 These Rules, except where otherwise expressly provided, shall apply to the YEC and the Council.

- 2 In these Financial Rules, unless the content otherwise requires:
 - (a) ‘Authorised Officer of Chief Executive Director’ means the Director for the Community Development Division to which the Committee belong;
 - (b) ‘Bank Account’ means an account with any bank licensed under the Banking Act (Cap 19); or any finance company licensed under the Financial Companies Act (Cap 108) as approved by the Monetary Authority of Singapore;
 - (c) ‘Committee’ means any one of the committees listed in paragraph 1 comprising grassroots leaders as its members or office-bearers;
 - (d) ‘Community Development Division Director’, in relation to the Committee, means the officer employed by the Association in the position of the Director for the Community Development Division to which the Committee belong;
 - (e) ‘Constituency Office’ means the administrative unit of the Association responsible for the constituency to which the YEC belong;
 - (f) ‘Constituency Tender Committee’ means Constituency Tender Committee (CTC) constituted under the Citizens’ Consultative Committee (CCC) Rules;
 - (g) ‘Deputy Chairman’ means the Deputy Chairman of the Board;
 - (h) ‘General Interbank Recurrent Order’ or ‘GIRO’, in relation to deductions or payments means a direct debit authorisation (DDA) issued to a billing organisation to debit a designated bank account to pay bills (electronic batch payment without prior DDA is not considered GIRO);
 - (i) ‘Grassroots Organisations’ means any committee constituted under Section 9(b) of the People’s Association Act (Cap 227) notwithstanding its registration under the Societies Act, if applicable;

- (j) 'PA Tender Board' means the People's Association (PA) Tender Board constituted under PA Staff Manual Section 3B;
- (k) 'Petty Cash Float' means cash held in Petty Cash Account and maintained for reimbursement of out-of-pocket expenditure, and excludes cash advance approved for projects;
- (l) 'Schools', in relation to Paragraph 8, refer to educational institutions under Ministry of Education's formal education framework and include independent, government, government-aided, autonomous or Special Assistance Plan schools, ranging from primary schools to non-private universities;
- (m) 'Senior Constituency Manager', in relation to the YEC, means the officer employed by the Association in the position of Senior Constituency Manager for the constituency to which the YEC belong;
- (n) 'Deputy Constituency Manager', in relation to the YEC, means the officer employed by the Association in the position of Deputy Constituency Manager for the constituency to which the YEC belong;
- (o) 'Sub-Committee' means the sub-groups including but not limited to committees, activity groups and clubs formed under the aegis or rules and regulations of the Committee;
- (p) 'Working day' means the 'business day' of a bank as defined in the Banking Act (Cap 19) and refers to any calendar day other than a Saturday, Sunday, public holiday or bank holiday; and
- (q) 'YM Section' means the administrative unit of the Association responsible for coordinating matters pertaining to the Committees listed in paragraph 1.

RECEIPTS

Sources of Funds

3 Unless otherwise approved by the Chief Executive Director or his authorised officer, the Committee shall not obtain other sources of funds than:

- (a) grants and contributions from Community Development

Councils, the Association and its grassroots organisations, Ministries and Statutory Boards;

- (b) revenue or fees collected for courses and activities, membership and use of facilities and premises;
- (c) proceeds from approved fund-raising projects; and
- (d) public donations.

Receipts

- 4 A receipt or any proof of payment with proper audit trail and serialised number, whether manually written, machine-printed or computer-generated, should be issued for each sum of money received by the Committee when:
- (a) payment is made in cash; or
 - (b) a receipt is specifically asked for.

The receipt issued must meet the specifications given by the Association.

Collections

- 5 All monies due to the Committee shall be promptly collected and accounted for in accordance with the procedures currently in force. Where appropriate and necessary, the Committee may decide to accept payment by instalments as stipulated in a contract. Unless otherwise approved by the Chief Executive Director or his authorised officer, interest shall be charged on the late payment and arrears on daily basis at the prevailing rate.

Petty Cash Float

- 6 The Treasurer may retain as petty cash of a total amount not exceeding \$500.00 for the Committee. The YEC Petty Cash Account is to be maintained and managed by the Treasurer or, in his absence, the Senior Constituency Manager. The Council Petty Cash Account is to be maintained and managed by the Treasurer. The Account is subject to audit and surprise check by the Auditor or authorised representatives of the Association.

Banking

- 7 All collections (including cheques) must be banked within one week of receipt, or within two working days of the total amount collected exceeding the amount insured, whichever is earlier. The use of cash collection to top up the Committee petty cash float must be approved by Chairman or Vice-Chairman or Treasurer, or in their absence, the Senior Constituency Manager (for the YEC) and the PA representative (for the Council). The top-up amounts must be reported to the Committee no later than its next meeting.

Surplus Funds

- 8 The Committee may, from time to time, invest any of its funds not immediately required for carrying out its objects in fixed deposits or such securities which trustees may by any written law be authorised to invest trust monies in. The Committee may also invest the surplus funds through the Association.

PAYMENTS

Authority of Expenditure

- 9 The Committee shall have the authority to incur expenditure in furtherance to the objects of the Association for the following:
- (a) projects and activities organised by the Committee, its sub-committees, Community Development Councils, the Association and its grassroots organisations, or those jointly organised by the Committee, schools, and other groups approved by the Association;
 - (b) grants, contributions, fund transfers and subsidies to its sub-committees, Community Development Councils, the Association and its grassroots organisations, schools, and such project or organisation as approved by the Association;
 - (c) gifts or souvenirs as a gesture of the Committee to any individual or organisation which has contributed in one way or another to the Committee; and
 - (d) purchase of furniture or equipment; and

- (e) general administration, improvements, maintenance and repairs of its facilities.
- 10 Subject to paragraph 9 and the availability of the Committee's funds, the approving authorities for incurring expenditures shall be as prescribed in the First Schedule.
- 11 Any expenditure for purposes other than those stated in paragraph 9 shall only be incurred with the approval of the authorities as prescribed in the Second Schedule.
- 12 Notwithstanding paragraphs 9 to 11, the Committee may incur expenditure on overseas youth development programmes approved by the Community Development Division Director, provided that the expenditure shall not exceed \$300 per person or one half of the total costs to be incurred per person, whichever is lower, and the expenditure for each Youth Club for any one tour shall not exceed \$3,000. The approving authorities for such expenditures shall be as prescribed in the First Schedule.

Advance Payments

- 13 Payments are to be made only after goods are delivered or services and works satisfactorily performed. Payment in advance, including deposits, is allowed if it is the normal industry practice (e.g. for maintenance or service agreements, magazine subscriptions, telecommunication subscriptions and rental of premises), or if the approval of the Chief Executive Director or his authorised officer has been obtained.

Payment Vouchers

- 14 Payment must be supported by an original proof of the expenditure incurred (an invoice, bill, or official receipt in the case of a reimbursement). All documents supporting a payment must be stamped "PAID" once the payment is made.
- 15 Each payment must be accompanied by a payment voucher prepared in the format currently in force except for the circumstance stated in paragraph 16. The payment voucher must be duly certified by an authorised person other than the person(s) who made the claim, prepared

the payment voucher, or approved the payment. Payment made to payees other than those named in the supporting documents must be approved by the Committee.

- 16 Where payment vouchers are not prepared for regular GIRO deductions of recurrent expenditures such as rental payment, utility bills, telecommunication charges, service and conservancy fees, due certification and approval as stipulated in paragraph 15 shall be affixed on the supplier's invoice, statement of account or other documented instruction for, or proof of, payment instead of the payment voucher.

Cheques and Cash

- 17 Payment should always be made by GIRO, electronic fund transfers or cheques. Cash payment should only be made out of the petty cash float, up to \$300 per claim. Cash purchases shall not be split in order to avoid complying with the petty cash claim limit.
- 18 Cheques should be crossed, with the words "Account Payee Only" inscribed. A cheque that is not crossed may be issued only at the request of the payee who does not maintain any bank account, and it must be collected in person. No cheque should be made payable "To the order of Cash" or to "Cash" or "Bearer". The words "or bearer" printed on a cheque should be crossed out.
- 19 Cheques drawn on the Committee's bank accounts shall be signed by the Treasurer or the Assistant Treasurer, and any one of the following persons:
- (a) the Chairman;
 - (b) the Vice-Chairman; or
 - (c) the General Secretary, if applicable.

The Treasurer shall ensure that cheques are not signed before details of payee and amount are inscribed.

- 20 The Committee shall notify the bank within three working days if there is a change in any of the authorised signatories. The Committee's decision on the changes in the bank signatories, including transitional

arrangements, must be documented.

- 21 Recipient of a cash payment or uncrossed cheque must acknowledge receipt in writing at the point of collecting the payment.

STATEMENT OF ACCOUNTS

- 22 The Treasurer shall prepare a monthly statement of accounts and present it, together with the statements of all bank accounts held by the Committee if any, at the next meeting of the Committee. The statement of accounts shall include, if any, the accounts of the Sub-Committees that do not maintain their own bank accounts.
- 23 The Treasurer shall also present at the Committee meeting a statement of income and expenditure of each completed project including fund-raising projects.
- 24 If the Treasurer is unable to complete the statement in time as required in paragraph 23, the Committee may, at its meeting immediately following the completion of the project, defer presentation of the statement to no later than its next meeting.
- 25 All statements of income and expenditure and accounting records of the Committee shall be properly filed. The Treasurer shall submit these statements and accounting records to authorised representatives of the Association as and when required to do so.
- 26 Authorised representatives of the Association may require any person to furnish them with such information in the possession of that person or to which that person has access as they consider necessary for the purpose of audit and that person shall comply with such a requirement.
- 27 The Committee shall, by 15th May each year, submit to the Chief Executive Director a statement of accounts of the preceding financial year ended 31st March, prepared in the prescribed format, reviewed by the Auditor and endorsed by the Committee respectively.
- 28 At its last meeting before the expiration of Committee's term of office,

the Treasurer shall table a statement of income and expenditure and balance sheet to the Committee. A copy of such statement of income and expenditure and balance sheet shall be reviewed by the Auditor, endorsed by the Committee and submitted to the Chief Executive Director.

ACQUISITION OF GOODS, SERVICES AND WORKS

- 29 The Committee shall invite quotations from at least three firms in writing for procurement of goods, services and works with aggregate procurement value estimated at more than \$3,000 but not exceeding \$50,000. For goods, services and works procured over a period of time, the aggregate value means the total value over the period of time. Only when there are exceptional reasons may the Committee invite quotation from fewer than three suppliers, subject to the approval of the Community Development Division Director. Approval of quotations and approval of expenditures shall be subject to the same approving authority and limit based on paragraphs 9 to 12.
- 30 The Committee shall publish invitations to tender for goods, services and works with aggregate procurement value estimated at more than \$50,000 in any major newspaper or portal. For goods, services and works procured over a period of time, the aggregate value means the total value over the period of time. Only when there are exceptional reasons may the Committee invite tender from suppliers without publishing the invitation to tender in major newspaper or portal, subject to the approval of Chief Executive Director (up to \$500,000) or Deputy Chairman (above \$500,000). Tender evaluation must be approved by the relevant PA Tender Board in accordance with the Third Schedule before the approval of expenditures based on paragraphs 9 to 12.
- 31 The total quantity required of any of goods, services or works shall not be split into smaller quantities in order to avoid complying with paragraphs 29 and 30.

REVENUE-EARNING CONTRACTS

- 32 For revenue-earning contracts with estimated total revenue receivable or gross proceeds accrued to the Committee, whichever is higher, up to \$50,000 per contract, the Committee shall invite quotations in writing from at least three firms. If the value per contract is estimated at more than \$50,000, the Committee shall publish invitations to tender in any

major newspaper or portal. The contract value shall include all contract options, extensions or renewals. The Committee shall submit its recommendations with all quotations or tenders for revenue contracts through the Constituency Office to the relevant approving authorities as stipulated in the Third Schedule, based on the contract value.

- 33 Only when there are exceptional reasons may the Committee invite quotation from fewer than three vendors or invite tender without publishing the invitation to tender in major newspaper or portal, subject to the approval of the Community Development Division Director (up to \$50,000), Chief Executive Director (up to \$500,000) or Deputy Chairman (above \$500,000).
- 34 Notwithstanding paragraphs 32 and 33, the Committee may, at its meeting, approve to:
- (a) accept a quotation from a single vendor for revenue-earning contracts not exceeding \$3,000 without evaluation by the Constituency Tender Committee, provided that it is satisfied that the price obtained is comparable to the prevailing market rate; and
 - (b) enter into contract with individual persons as trainers/tutors, without a quotation and evaluation by the Constituency Tender Committee, provided that they are registered with the Association.

ASSETS

Asset Record

- 35 The Treasurer shall inform the General Secretary of every article, including furniture, fittings, equipment and other properties, received or acquired by the Committee at a cost of \$500 and above, and the General Secretary shall include it in the asset record in a form prescribed by the Association.
- 36 The General Secretary shall maintain the asset record and inform the Constituency Office (for the YEC) or PA representative (for the Council) in writing of all changes to the asset record. At the end of every term of office, the General Secretary shall present the asset record to the Committee and where applicable, personally hand over the asset record to the incoming General Secretary, who shall verify the asset items

against the record.

- 37 The assets shall be checked by the Auditor at least annually, and discrepancies reported to the Committee immediately.
- 38 Except with approval under paragraphs 40 to 42, no item shall be deleted from the asset record.

Disposal of Assets

- 39 The Committee shall appoint a survey sub-committee comprising any two of the Chairman, Vice-Chairman, General Secretary or Treasurer, and an authorised representative of the Association to report on asset items to be written off or disposed by sale.
- 40 Provided the Committee has established that there is no negligence or fraud involved, the Committee may write off asset items that are unserviceable, obsolete, uneconomical to repair or redundant or dispose of such items by sale, if the total value of their original costs does not exceed \$20,000. If the total, original value of their original costs exceeds \$20,000, the approval of the Chief Executive Director shall be sought.

Loss of Money, Asset Items and Other Properties

- 41 As soon as any loss of money, asset items or other properties is discovered, the Committee shall make a police report and submit a report to the Chief Executive Director, who shall initiate an inquiry if necessary. The approving authority for writing off the loss shall be the Chief Executive Director.

Transfer of Assets Upon Dissolution of the Committee

- 42 Upon notification of its dissolution, the Committee shall normally, at its last meeting to be held no later than the effective date of dissolution, recommend to the Chief Executive Director to transfer its assets including balance of funds to the Association's grassroots organisations.

Irrecoverable Revenue, Debt and Overpayment

- 43 Provided the Committee has established that no negligence or fraud is involved and concerted effort has been made to recover them, the Committee may write off any arrears of revenue to the Committee, debts due to the Committee, or overpayment by the Committee reported as irrecoverable, if the amount does not exceed \$500. If the amount exceeds \$500 or if negligence or fraud is involved, the approval for the write-off shall be the Chief Executive Director.

FINANCIAL DOCUMENTS

Disposal

- 44 All financial documents shall be prepared and kept for a period stipulated in the Fourth Schedule. The disposal of financial documents after the retention periods shall be carried out in accordance with the procedures currently in force. The documents cannot be disposed of except with the approval of the Committee.

Loss

- 45 Any loss of financial documents listed in the Fourth Schedule and accounting records must be reported immediately to the Chief Executive Director, who shall initiate an investigation if necessary.

Register of Stocks of Receipt Books

- 46 The Treasurer shall ensure that particulars of stocks of manual receipt books, including serially numbered paper receipts and similar documents of value such as printed tickets, are recorded in a stock register; and that the stocks are kept in safe custody. Loss of any receipt book, used or unused, must be reported immediately to the Committee, which shall make a police report and take steps to prevent its unauthorised use.

Defective Receipt Book

- 47 Where any receipt book is found defective,
- (a) a notice to that effect shall immediately be recorded in the stock register by the Treasurer; and

- (b) the book may, if the defect is not in his opinion a serious one, be used thereafter subject to such further conditions as may be noted in the register.

Destruction of Receipts

- 48 The approval of the Committee shall be obtained before destroying any stock of receipts that are no longer to be issued. The Treasurer shall maintain a list of all receipts that are destroyed, giving such particulars of the receipts as are sufficient to enable them to be identified.

Accounting of Collections by Tickets (including Coupons)

- 49 All printed or sponsored tickets sold by the Committee must bear the selling price and serial number, and the total quantity available for sale declared in the Monthly Declaration Form of the Association currently in use. If the tickets are printed by a supplier, the form must be supported by the printer's invoice showing the serial numbers and quantity of tickets printed.
- 50 A proper record of the tickets distributed for sale, including a list of sold and unsold tickets, shall be maintained for audit purposes. The aggregate sum collected for the number of tickets sold by each assigned individual should be captured as an entry in the accounts, and a receipt issued for it.
- 51 Loss of any coupon/ticket counterfoils and unsold coupons/tickets, must be reported immediately to the Committee, which shall make a police report and take steps to prevent their unauthorised use.

BANK ACCOUNT

- 52 The Committee shall maintain its own bank account. All income and expenditure shall be credited to or debited against the bank account of the Committee. A Sub-Committee shall not maintain its own bank account.
- 53 For every bank account, the Treasurer shall prepare a bank reconciliation statement at least once a month, duly certified by another Committee member.

MISCELLANEOUS

- 54 The Committee shall not borrow any money, whether by way of overdraft or otherwise, nor pledge or charge any of its assets.
- 55 Nothing in these rules shall prejudice or otherwise affect the application of circulars or instructions issued by the Association from time to time.
- 56 All approvals, verifications, checks and certifications mentioned in these Rules shall be evidenced in writing.
- 57 Statements or documents presented at a meeting for endorsement or approval by the Committee shall be duly certified and the decisions recorded in the notes of the meeting.
- 58 The approval and financial limits stated in these Rules and in the relevant Schedules exclude the prevailing goods and services tax.
- 59 These Rules may only be amended by the Association, with the approval of the Deputy Chairman or Chairman of the Board.
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FIRST SCHEDULE		First Schedule Formatting follows the financial rules and regulations of other CC-based GROs, but no changes made to the approving authority.
APPROVING AUTHORITY FOR EXPENDITURE		
Approving Authority	Expenditure Amount	
(a) Deputy Chairman	Above \$500,000	
(b) Chief Executive Director	Up to \$500,000	
(c) Committee	Up to \$100,000 for group tour, dinner and fund transfer to CDC only	
	Up to \$20,000 for other expenses	
(d) Any two among the Chairman, Vice-Chairman, Treasurer and General Secretary	Up to \$5,000	
(e) Chairman or Vice-Chairman	Up to \$2,000	
(f) Senior Constituency Manager	Up to \$1,000	
(g) Appointed Deputy Constituency Manager	Up to \$500	
<p>Provided that items of expenditure from (d) to (g) are brought to the attention of the Committee at its next meeting.</p>		

SECOND SCHEDULE		Second Schedule Adopted as in the financial rules and regulations of other CC-based GROs.
APPROVING AUTHORITY FOR EXPENDITURE		
Approving Authority	Expenditure Amount	
(a) Deputy Chairman	Above \$500,000	
(b) Chief Executive Director	Up to \$500,000	
(c) Community Development Division Director	Up to \$3,000	

THIRD SCHEDULE		Third Schedule Adopted as in the financial rules and regulations of other CC- based GROs.
APPROVING AUTHORITY FOR EVALUATION OF TENDER/QUOTATION		
Approving Authority	Tender Value	
<i><u>For both Revenue-earning and Procurement contracts</u></i>		
(a) People's Association Tenders Board C	Above \$10 million	
(b) People's Association Tenders Board B	Up to \$10 million	
(c) People's Association Tenders Board A	Up to \$1 million	
<i><u>For Revenue-earning contracts only</u></i>		
(d) Constituency Tender Committee	Up to \$100,000	

FOURTH SCHEDULE

**RETENTION SCHEDULE FOR USED
FINANCIAL DOCUMENTS**

Type of Financial Document¹

- 1 Cash Book
- 2 Ledger Book
- 3 Petty Cash Book
- 4 Payment Voucher Bills, Receipts, etc
- 5 Monthly and Annual Financial Statement & Report
- 6 Receipt Book
- 7 Bank Statement
- 8 Bank Reconciliation Statement
- 9 Cheque Butt
- 10 Banking Slip
- 11 Receipt Report
- 12 Asset Record
- 13 Validation Form
- 14 Activity Attendance Register
- 15 Audit Roll for Cashier Machine
- 16 Coupon/Ticket Counterfoils and unsold Coupons/Tickets

¹ The financial document refers to the item described or its equivalent.

Retention Period

Records Prior to 1 January 2007	Records After 1 January 2007
Items 1 – 15: 7 years after audit	Items 1 – 15: 5 years after audit
Item 16: 6 months after audit	Item 16: 6 months after audit

Upon closure of the Committee, its financial documents as listed in 1 to 16 above, if applicable, shall be handed over to the Constituency Office assuming responsibility for the defunct Committee for retention.

Fourth Schedule
Adopted as in the
financial rules and
regulations of other
CC-based GROs.