

# ST. JOHN SINGAPORE



## CONSTITUTION

(Revised and approved on 26 Feb 2020)

## RULES FOR ST. JOHN SINGAPORE

### Name and Place of Business

- 1A. The Society shall be known as the St. John Singapore (hereinafter called “SJS”) and the governing body shall be known as the National St. John Council of Singapore (hereinafter called “Council”). Its place of business and address for correspondence shall be at St. John Headquarters, 420 Beach Road, Singapore 199582 or such other place as the Council may from time to time decide and approved by the Registrar of Societies.
- 1B. In international dealings with other St. John organizations overseas, the Society shall be known as the St. John Priory of Singapore.

### Constitutional Position

2. The St. John Association, Brigade, Fellowship and St. John Regional Centres in the Republic of Singapore (hereinafter referred to unless the context require otherwise as St. John Singapore), shall be subject to the Council which shall have overall control of its activities provided that such control shall be exercised in conformity with the Statutes of the Order of St. John and the Regulations of the Association, Brigade, Fellowship and St. John Ambulance Regional Centres and subject to any necessary modifications which the Council may make, to adapt such Regulations to local circumstances.

### Mission

- 3 The mission of the SJS is:
  - (a) To promote and encourage the work of St. John Singapore in all its aspects.
  - (b) To promote and encourage all works of humanity and charity for the relief of distress, suffering, sickness and danger without any distinction as to race, class or creed, and the extension of the great principles of the Order of St. John embodied in its mottoes “For the Faith” and “In the Service of Humanity”.

### Objects

4. The objects of the SJS are:
  - (i) To promote and encourage the work of St John Singapore in all its aspects.  
Association – To instruct among the general public in the subjects for which St John Singapore issues certificates.

Brigade – To organise, train and equip men, women and young persons to undertake, on a voluntary basis either as individuals or as organised groups, First Aid, Nursing and allied activities, in the streets, public places, hospitals, homes, places of work, or elsewhere as occasion may require for the relief, transport, comfort or welfare of those in need.

Fellowship – To encourage the bonding and building of fellowship among former and existing members of the St. John Singapore fraternity who are committed to the work and mottoes of the Order of St. John.

St. John Regional Centres – To instruct among the general public in the subjects for which St John Singapore issues certificates.

- (ii) To promote and encourage all works of humanity and charity for the relief of distress, suffering, sickness and danger without any distinction as to race, class or creed, and the extension of the great principles of the Order of St John embodied in its mottoes, “For the Faith” and “In the Service of Humanity”.
- (iii) To render aid to the sick, wounded, disabled or suffering and to promote such permanent organization in time of peace as may be available immediately in time of emergency.
- (iv) To organise, conduct and certify inter alia the following courses:

Adult First Aid

Advanced Home Nursing

Cardio-Pulmonary Resuscitation/Automatic External Defibrillator (CPR/AED)

Basic First Aid

Basic Home Nursing

Basic Cardiac Life Support (BCLS)

Care of the Elderly/Invalid

Casualty Simulation

Child Care

Higher First Aid

Higher Nursing

Home Nursing

Method of Instruction

Occupational First Aid

Refresher First Aid

Refresher Occupational First Aid

and such other courses as the Committee deems necessary.

- (v) To do such other things as are incidental or conducive to the attainment of the above objects or any of them and particularly as follows:-
- (a) To promote, encourage, and co-ordinate contacts between the Council and the Red Cross Society of Singapore and other similar voluntary or statutory bodies.
  - (b) To appoint representatives to attend any meetings or serve on any Committee in any matter in which the Council is interested.
  - (c) To raise or help in raising funds to enable the Council and St John Singapore to be self supporting.
  - (d) To support and assist in the activities of St John Singapore through Centre Committee as shall be established by the Council.
  - (e) To encourage:
    - i) Instruction among the general public in the subjects for which St John Singapore issues certificates.
    - ii) Certificates holders to re-qualify from time to time.
    - iii) Certificates holders to join the Brigade.
  - (f) To raise funds in whatever form.
  - (g) To maintain fraternal association with the Order of St. John in the United Kingdom and its Foundations, and with St John Organisations and their governing bodies elsewhere.
  - (h) To consider setting up Community hospital, nursing home, home for the aged, either independently or jointly with other organizations.
  - (i) To set up and operate any other public health service that may be needed from time to time
  - (j) To assist and oversee in an advisory role the setting up of new St. John establishments in the neighbouring countries.

#### Patron-In-Chief

5. The President of the Republic of Singapore shall be invited to be the Patron-In-Chief of St. John Singapore. If for any reason the President is unable to accept the invitation, the Council may appoint a suitable person to be Patron-In-Chief.

#### Advisory Committee to the Council

6. The Council may invite distinguished members of the public to sit in the Advisory Committee to the Council for a term of three years after which they can be eligible for re-nomination. The above have no voting rights.

#### Spiritual Counsellors to the Council

7. The Chairman/Prior in consultation with the Council shall appoint spiritual counsellors of different religious faiths (such number to be determined by Council) for a term of three years and are eligible for re-appointment.

#### Composition of the Council

8. The Council shall be composed of :-
  - (a) A Chairman
  - (b) 3 Vice-Chairmen
  - (c) An Honorary Secretary
  - (d) An Honorary Treasurer, and
  - (e) Not more than 15 other members

The above have voting rights.

- (f) The Council may from time to time invite distinguished members of the public and/or philanthropists who may wish to contribute financially or otherwise to the progress of St John Singapore to become Honorary Members of the Council without voting rights. Such members will be exempted from attending the Council meetings.

- (g) The Council may invite representatives from the Ministries as and when the need arises. These representatives have no voting rights.

#### Chairman/Prior

- 9A The Chairman of the Council shall be elected by the Council for a term of three years when he shall retire and be eligible for reappointment. The Chairman can hold office for a maximum of 2 consecutive terms when he shall retire. He can be re-nominated again after a lapse of one term.
- 9B In very exceptional situation and upon the approval of the Council, the Chairman can hold office for a maximum of 3 consecutive terms when he must retire but can be renominated again after a lapse of one term.
- 9C. In international dealings with other St. John organizations overseas, in particular with The Order of St. John London, the Chairman is referred to as The Prior.

#### Vice-Chairman

- 10A There shall be three Vice-Chairmen from among the Council members. The Association Director and the Brigade Chief Commissioner shall be appointed by the Chairman as two Vice-Chairmen of the Council and the 3<sup>rd</sup> Vice-Chairman shall be elected by the members of the Council for a term of three years when they shall retire and eligible for re-appointment for another term.
- 10B The Association Director and the Brigade Chief Commissioner are appointed by the Chairman also for a term of three years and they are eligible for re-appointment for another term after which they shall retire. They may be reappointed again to the same posts after a lapse of one term. In very exceptional situation, the Association Director and the Brigade Chief Commissioner can hold the same office for a maximum of 3 consecutive terms when he must retire but can be renominated again after a lapse of one term.

#### Council Members

- 11.
- (a) The other members of the Council shall hereinafter be appointed by the Chairman after consultation with such other persons if any as he may see fit to consult. They shall be appointed for a term of three years but shall be eligible for reappointment for successive terms.
- (b) The Chairman/Prior shall also appoint from amongst the senior officers of St. John Singapore or the public a person to be a Director of

Ceremonies. The Director of Ceremonies shall be in charge of all ceremonial affairs. The appointment shall be for a term of three years and eligible for re-appointment.

- (c) If an appointed member of the Council has been absent for 3 consecutive meetings, the Chairman may serve him with a notice to show cause within such time as may be specified therein why his appointment should not be revoked. If such member fails to reply or fails to adduce a satisfactory reason for his absence, the Council may by resolution declare that his membership of the Council be revoked from the date of such resolution.
- (d) The Council may co-opt from time to time such persons as may assist in its deliberations but such persons shall have no power to vote.
- (e) That any member of the Council, Executive or Sub-Committees, would be deemed to have relinquished his membership if he is absent for three consecutive meetings without acceptable reasons.
- (f) Any changes in the Council shall be notified to the Registrar of Societies and the Commissioner of Charities within two (2) weeks of the change.

#### Honorary Secretary and Honorary Treasurer

- 12. The Council shall elect from amongst its members an Honorary Secretary and an Honorary Treasurer and may appoint such other officials of the Councils as may be required. Except for the positions of the Honorary Treasurer who shall be appointed for a term of two years, the others shall also be appointed for a term of three years but shall be eligible for re-appointment for successive terms. However the Hon Treasurer shall only be eligible for reappointment to the same post after a lapse of two years.

#### Honorary Internal Auditor

- 12A. There shall be appointed from the Council members an Honorary Internal Auditor who shall establish and chair an Audit Committee to ensure periodic audits on internal control systems are reported before an external audit.

#### External Auditor

- 12B. Appointment of or change of external auditor must have the prior approval of

the Sector Administrator.

#### Casual Vacancies

13. On a casual vacancy occurring for any reason :-
- (i) in the office of the Chairman, the Vice-Chairmen, the Honorary Secretary or the Honorary Treasurer, the vacancy shall be filled in accordance with the procedure laid down in Rules 9, 10 and 12.
  - (ii) in the membership of the Council, the vacancy shall be filled in accordance with the procedure laid down in Rule 11.
  - (iii) in the event of the office of the Chairman falling vacant, one of the Vice-Chairmen should as soon as possible request the Honorary Secretary to convene a meeting of the Council in order to fill the vacancy.

#### Person to Preside at Meetings

14. The Chairman shall preside at all meetings of the Council. In the absence of the Chairman, one of the Vice-Chairmen shall preside. If the Chairman and the Vice-Chairmen shall be absent, the Members of the Council present shall elect from among themselves a Chairman of the meeting.

#### Frequency of Meetings and Notice of Meetings

15. (i) The Council shall hold an annual general meeting on or before St John's Day, 24<sup>th</sup> June of each year and may meet at other times as often as shall be deemed necessary. For calling of the AGM, twenty one days written notice shall be given to all members of the Council. For calling of other meetings, fourteen days written notice shall be given to all members of the Council and the notice shall specify the purpose for which the meeting is being called.
- (ii) At the Annual General Meeting, the Council shall consider the Annual Report of the Executive Committee and the audited statement of the account, together with the budget of estimated revenue and expenditure for the current year, the appointment of Chairman, Vice-Chairmen, Honorary Secretary and Honorary Treasurer of the Council and Auditor for the Council. The Council shall elect members of the Executive Committee (other than ex-officio members) and conduct any other business specified in the notice convening the meeting.
- (iii) That Council Meetings would be held at least four times a year.



### Extraordinary Meetings

16. The Chairman may at any time and from time to time call, and on the written requisition of at least 5 members of the Council shall call, a special meeting to consider any urgent or necessary business of the Council. Any business which is stated in the Agenda approved by the Chairman or is stated in the requisition of which at least 7 days notice before the meeting shall have been given to the Honorary Secretary of the Council may be considered at the meeting. The Chairman may allow shorter notice if in his opinion the shortening of such notice is expedient and is in the interests of the Council.

### Quorum

17. The quorum of the General Meetings shall be not less than half of the current Council members. If a quorum is not present then the meeting shall be adjourned to a day, time and place fixed by the Chairman and not less than seven days notice of such adjourned meeting shall be given to members. At the adjourned meeting those present shall form a quorum but they shall have no power to amend any part of the existing Constitution.

### Voting

18. (i) All members of the Council present shall each have one vote and in the case of equality of votes the person presiding at the meeting shall have a second or casting vote. Save as provided in Article No. 23, all questions shall be decided by a simple majority of votes from members with voting rights.
- (ii) Any members having any pecuniary interest of any kind in a matter shall disclose such fact to the meeting when that matter is under discussion; he shall be precluded from voting thereon and may be asked by the Chairman to withdraw from any part of such discussion.

### Committees

19. (i) The Council shall have power to appoint an Executive Committee, Works Committee or Sub-Committee as it shall see fit to deal with any matter and to appoint the Secretary and fix the quorum thereof.
- (ii) The Executive Committee shall consist of the following members of the Council:

1 x Chairman

1 x Vice- Chairman

Honorary Secretary

Honorary Treasurer

and such other members not exceeding three as the Council may determine.

(iii) Responsibility of the Executive Committee

- (a) The Executive Committee shall meet at least once in 3 months after three day's notice to Committee Members. It shall, on behalf of the Council, have general charge of the Council's affairs and its funds and in particular shall exercise on behalf of the Council overall control of the activities of St John Ambulance in accordance with Rule 2 above.
- (b) The powers of the Executive Committee shall be determined by the Council.
- (c) Fifty per cent of the members present in person shall constitute a quorum at all Executive Committee meeting.
- (d) The members of the Executive Committee (other than ex-officio members) shall be appointed by the Council at the Annual Meeting and shall hold office for three years. A member whose term of office has expired may be reappointed, except the Treasurer who shall only be eligible for reappointment to the same post after a lapse of one year.
- (e) If a member is unable for any reason to complete a term, a successor may be appointed by the Executive Committee to complete the remainder of the term.
- (f) The ex-officio members shall remain as members of the Executive Committee only while holding the appointment which makes them an ex-officio member.

Minutes of Meeting

20. The minutes of any meeting of the Council shall be recorded accurately in writing by the Honorary Secretary and shall be confirmed at the next meeting

of the Council and signed by the person who presides at such meeting as Chairman. The Honorary Secretary shall be responsible for the safe custody of the Minute book. Minutes shall be sent to all Council Members at least 3 days before the meeting.

#### Trustees

21. (i) The The Council shall have power to appoint from time to time respectable Singapore Citizens or Permanent Residents to be trustees of the Council; and they shall hold office for a term of 5 years and may be renewable.
- (ii) The number of estate trustees shall not at anytime exceed three.
- (iii) Any trustee who is adjudged a bankrupt or who makes a composition or arrangement with his creditors or who is incapacitated from acting or who communicates in writing to the Council a wish to resign shall thereupon cease to be a member.
- (iv) The trustees shall have vested in them all immovable properties of the Council and they shall not in any way deal with such properties without the written authority of the Council.
- (v) The address of each immovable property, name of each estate trustee and any subsequent change must be notified to the Registrar of Societies and the Commissioner of Charities.

#### Accounts, Funds, Audit and Cheques

22. The Council's financial year shall end on the 31<sup>st</sup> December of each year and the Honorary Treasurer shall be responsible for the preparation of a balance sheet at that date and an income and expenditure account for the year ended on that date. The Accounts shall be audited by a firm of professional Accountants and those for the immediately preceding year shall be submitted to the Council not later than four months after the end of the financial year. The Honorary Treasurer shall make such interim reports to the Council on the financial position as he sees fit or the Council requires.

Honorary Treasurer shall cause proper books of account to be maintained and shall be immediately responsible for the safe custody of the property and funds of the Council. Cheques drawn on the Council's bank account shall be signed by the Honorary Treasurer and one or more of such other members of the Council as the Council may prescribe.

In the absence of the Honorary Treasurer, an Assistant Honorary Treasurer appointed from among the Council members will deputise as the Honorary Treasurer.

#### Amendment of Rules

23. The SJS shall not amend its Constitution without the prior approval in writing of the Registrar of Societies. No alteration or addition/deletion to this Constitution shall be passed except at a general meeting and with the consent of two-thirds (2/3) of the voting members of the Council present at the General Meeting.

#### Power to make Bye-Laws

24. The Council may make Bye-Laws for regulating its business.

#### Interpretation

25. In case of any doubt regarding the interpretation of these Rules or any clause or word thereof the decision of the Council shall be final and conclusive.

#### Dissolution

26. (a) The Council shall not be dissolved, except with the consent of not less than two-thirds of the members of the Council for the time being resident in Singapore expressed in person at a General Meeting convened for the purpose.
- (b) In the event of the IPC (Institution of a Public Character) being dissolved as provided above, all debts and liabilities legally incurred on behalf of the IPC shall be fully discharged, and the remaining funds (if any) should be transferred to another approved IPC under the Charities Act.
- (c) A certificate of dissolution shall be given within 7 days of the dissolution of the Registrar of Societies and the Commissioner of Charities.

#### 27. **Prohibitions**

- (a) Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250, is forbidden

on the Council's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.

- (b) The funds of the Council shall not be used to pay the fines of members who have been convicted in court of law.
- (c) The Council 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.
- (d) The Council shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- (e) The Council shall not hold any lottery, whether confined to its members or not, in the name of the Council or its office bearers, Committee or members unless with the prior approval of the relevant authorities.
- (f) The Council 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.

## Addendum to Article No. 2

### History of the St. John Ambulance Singapore

The origins of the St. John Ambulance date back over 900 years to Jerusalem. In the 19th century, around 400 years after Henry VIII ended the medieval Priory, a determined group set up the British Order of St. John to care for the sick in the Hospitaller tradition and the suffering of workers was one of their main concerns. The movement quickly spread to Britain's overseas colonies including Singapore.

In 1935, Dr. J.S. Webster, O.St.J., a radiologist with the Medical Services of the General Hospital, Singapore organised First Aid lectures in Singapore with a few public-spirited friends and brother doctors. That was the beginning of St. John Ambulance Association whose role is in the teaching and certification of First Aid, Home Nursing, CPR, BCLS, Higher First Aid, Method of Instruction, Occupational First Aid, etc. After Second World War, works continue to grow from strength to strength.

In September 1938 sufficient number of First Aiders was recruited to form the first division of the uniformed body of the Brigade. Before the outbreak of war in Malaya, the Government incorporated all St. John personnel to form the nucleus of the Medical Auxiliary Service which was part of the Passive Defence Services of Singapore and Malaya. A transport Section was formed, and 28 First Aid Posts were organized and manned in the city.

During the war from 1942 to 1945, our members conducted themselves magnificently throughout the air-raids, and bomb shelling. Many acts of bravery and heroism were performed and many laid down their lives on duty before the fall of Singapore. Others were imprisoned, but they still continued to help with the training they had previously received, without the aid of medical equipment denied to them by the enemy.

In September 1945, Lady Superintendent-in-Chief, the Countess Mountbatten of Burma, C.I.G.B.E., D.C.V.O., Lld., met over 400 St John members in Singapore at the then Government House (Istana). At that gathering St. John in Singapore was re-born.

In 1952, the St. John Council was formed in Singapore. The Council comprised a body of senior and professional Singapore Citizens and Permanent Residents who were willing to give their services and specialized knowledge in an advisory capacity to assist and co-ordinate the St. John Ambulance Association and Brigade in its work.

In October 1969, the Jurong Sub-Centre was established. It was upgraded as a full Jurong Centre in 1994.

In June 1978, the Brigade attained National HQ status – appointments of the Chief Commissioner, Deputy Chief Commissioner, Chief Surgeon, Chief Superintendent (Nursing), 4 Districts and 10 Areas.

In 1996 the Brigade was restructured. District level was removed. Areas renamed as Zones with 10 Zone Commissioners.

April 1996 – formation of the St. John Fellowship.

On 11th January 2014, St. John Ambulance Singapore was elevated to a Priory. It places St. John Ambulance Singapore on par in status with the nine existing Priories, among which are those of England, the United States, Canada and Australia. The elevation implies that Singapore is represented in the Grand Council in London, the governing body of the Order and therefore has a voice in charting the future direction of St. John internationally.