

## 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 & Vision

- 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 SJS are:
  - a. For Association – To instruct among the general public in the subjects for which St John Singapore issues certificates.
  - b. For 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.

- c. For 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.
- d. 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.
- e. To organise, conduct and certify first aid, nursing, life support, care and occupational first aid courses and refresher for the Elderly, Adult and Child, including mental first aid courses, or any other such similar courses as the Council deems fit or necessary.
- f. 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:-
  - 1) To promote, encourage, and co-ordinate contacts between the Council and other similar voluntary or statutory bodies.
  - 2) To appoint representatives to attend or serve in any meeting or committee in any matter which is of interest to the Council.
  - 3) To raise funds for St John Singapore or co-ordinate in raising funds in all other fund raising projects of St John Singapore in compliance with the prevailing laws and regulations
  - 4) To support and assist in the activities of St John Singapore through Centre Committee as shall be established by the Council.
- g. To encourage:
  - 1) Instruction among the general public in the subjects for which St John Singapore issues certificates.
  - 2) Certificates holders to re-qualify from time to time.
  - 3) Certificates holders to join the Brigade.
- h. 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.
- i. To consider setting up local Community hospital, nursing home, home for the aged, either independently or jointly with other organizations.

- j. To complement and support any other public health service that may be needed from time to time
- k. To collaborate in an advisory role in the setting up of new St. John establishments in the neighboring 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 as Advisors to the Council for a term of three years after which they can be eligible for re-nomination. The Advisors 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

- 8A There shall be a Council of St John Singapore comprising, not less than 15 but not more than 21 individual members as follows:
  - a. A Chairman
  - b. 3 Vice-Chairmen
  - c. An Honorary Secretary
  - d. An Honorary Treasurer
  - e. A Honorary Assistant Treasurer and
  - f. Not more than 14 other members.

The above Council members have voting rights.

- 8B 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 the National St John Council of Singapore Board of Presidents, without voting rights.

- 8C The Council may invite representatives from the Ministries as and when the need arises. These representatives have no voting rights.
- 8D The Council may invite and appoint any distinguish professionals and members of the community or previous Council key appointment holders as Advisors to the Council. Advisors do not have any voting rights.
- 8E As part of succession planning and grooming of young members of St John Singapore, the Council may identify potential leaders from the Brigade, Association, Fellowship and Corps and invite them as Associate member, without voting rights,
- 8F Office bearers and Council members shall become vacant if the person holding such office:
- (a) Ceases to be a Member of St John's Singapore;
  - (b) Becomes of unsound mind;
  - (c) Becomes bankrupt or makes any arrangement or composition with his/her creditors generally;
  - (d) Resigns his/her office in St John's Singapore;
  - (e) Is absent for more than three (3) consecutive meetings of the Council subject to the provisions in Section 13B below; or
  - (f) Otherwise ceases to be such an office-holder by virtue of this Constitution.
- 8G Any member of the Council may resign at any time by giving notice of resignation in writing sent to the Chairman. Notices sent shall be deemed to have been received:
- (a) On the same day in the case of hand delivered notices; or
  - (b) One working day after the day of posting in the case of registered mail.
- 8H No member of the Council shall be remunerated for his or her services as such.

#### Chairman/Prior

- 9A The Chairman of the Council shall be a Singapore Citizen and 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, after which he/she shall retire from any appointment with voting rights within Council.
- 9B Only in very exceptional situation and upon the approval of the Council, the incumbent Chairman can hold office for a maximum of 3 consecutive terms when he/she shall retire from any appointment with voting rights within Council.
- 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 of the St John Priory of Singapore.

- 9D Nomination and election of the new Chairman to replace the outgoing Chairman shall be conducted and completed 6 months in advance before the change of Chairmanship. The elected and incoming Chairman shall have the prerogative to attend all meetings organised by the Council until the official handover during the AGM.

#### Vice-Chairman

- 10 There shall be three Vice-Chairmen, comprising (a) the elected Association Director, (b) the elected SJ Brigade Chief Commissioner and (c) the elected Chairman of SJS Fellowship. The three (3) Vice-Chairmen shall serve a term of three years, after which they shall retire and be eligible for re-appointment for another term (of three years) up to a maximum of 2 consecutive terms, after which they will retire as Vice-Chairmen.
- 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

- 11A Council members in this paragraph refer to Council members with voting rights.
- 11B The term limit for Council members with voting right shall be up to 10 consecutive years. The Council shall disclose the reasons for retaining Council member(s) who have served in the Council for more than ten (10) consecutive years
- 11C The Chairman shall appoint up to ten (10) Council members (“Chairman Appointees”)
- 11D Seven (7) Council members shall be elected by their respective Division as Council members (“Division Appointees”).
- 11E Division Appointees shall comprise of (a) 3 elected nominees from SJS Brigade, (b) 2 elected nominees from SJ Association and (c) 2 elected nominees from SJ Fellowship. Each Division Appointee shall be appointed for a term of three years and may be eligible for reappointment for successive terms up to a maximum of 10 years, subject to paragraphs 9, 10, 11 and 12 which are applicable for key appointment holders, after which they shall retire and may be re-appointed after a lapse of three years.
- 11F If an appointed member of the Council has been absent for 3 consecutive meetings, the Chairman, on behalf of the Council, should serve him/her

with a notice to show cause within a specified time, why his appointment should not be revoked. Any member of the Council or Sub-Committees, would be deemed to have relinquished his/her membership if he/she is absent for three consecutive meetings without acceptable reasons. Council shall then deliberate on a decision. Council may by resolution declare that his/her membership of the Council be revoked from the date of such resolution.

- 11G 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.

#### Director of Ceremonies

- 11H A Director of Ceremonies shall be appointed from amongst the senior officers of St. John Singapore or a public person by the Chairman to be in charge of all ceremonial affairs. The appointment shall be for a term of three years and eligible for re-appointment.

#### Honorary Secretary

12. The Council shall elect from amongst its members an Honorary Secretary and may appoint such other officials of the Council as may be required. The appointment is for a term of three years and eligible for re-appointment for successive terms (of three years).

#### Honorary Treasurer and Honorary Assistant Treasurer

- 13 The Council shall a Singapore Citizen and shall be elected from amongst its members an Honorary Treasurer and Honorary Assistant Treasurer as may be required. The Honorary Treasurer, who shall be appointed for a term of two years, shall be eligible for re-appointment for a successive term of another 2 years. Thereafter, the Hon Treasurer shall only be eligible for reappointment to the same post after a lapse of two years. The same provisions as to the length of term and eligibility for reappointment also apply to the Honorary Assistant Treasurer.

#### Honorary Internal Auditor

- 14 The Council shall appoint an Honorary Internal Auditor from the Council members who shall establish and chair an Internal Audit Committee to ensure periodic audits on internal control systems are reported before an external audit

#### External Auditor

15. Appointment of or change of external auditor must have the prior approval of the Sector Administrator. An External Auditor shall be appointed every year after Council's approval and endorsement during the Annual General Meeting

### Casual Vacancies

- 16 On a casual vacancy occurring for any reason:
- a. 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 Sections 9A to 9D, 10 to 10C, 12 and 13.
  - b. in the membership of the Council, the vacancy shall be filled in accordance with the procedure laid down in Section 11.
  - c. 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

- 17 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

- 18A The Council shall hold an annual general meeting on or before St John's Day, on 24th 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.
- 18B At the Annual General Meeting, Council would be presented with the Annual Report and the audited Financial Statements of the previous year of St John Singapore's account, together with the budget of estimated revenue and expenditure for the current year. The election of Chairman and elected Vice-Chairman shall be conducted and the appointment of the Chairman, Vice-Chairmen, Honorary Secretary, Honorary Treasurer, Honorary Assistant Treasurer of the Council and Auditor for the Council. The Council shall appoint members of the Committee (other than ex-officio members) and conduct any other business specified in the notice convening the meeting.
- 18C That Council Meetings, including Annual General Meeting (AGM), Extra-Ordinary Council Meeting (EOCM) and any other General Meeting (GM) would be held at least four times a year. These meetings can be held physically and/or virtually

### Extraordinary Meetings

- 19 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

- 20A 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-day 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.
- 20B The quorum of the Annual General Meetings shall be not less than two-third of the current Council members. Any change to the Constitution by an AGM or EOCM would require at least two-third of current Council members to be present physically or virtually.
- 20C 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-day 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

- 21A All members of the Council present shall each have one vote and in the case of equality of votes, re-voting shall be conducted again. All resolutions, except resolutions involving changes to the Constitution, shall be decided by a simple majority of votes from members with voting rights.
- 21B 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 or the elected Vice-Chairman to withdraw from any part of such discussion.

#### Committees

- 22 The Council shall have power to appoint projects/Works Committee and Sub-Committee based on the endorsed Terms of Reference.

#### 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



- 24A 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.
- 24B The number of estate trustees shall not at anytime exceed three.
- 24C 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 Trustee.
- 24D 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.
- 24E The address of each immovable property, name of each estate trustee and any subsequent change must be notified to the Commissioner of Charities.

#### Accounts, Funds, Audit and Cheques

- 25 The Council's financial year shall end on the 31st 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/she sees fit or the Council requires.
26. 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, in his/her absence, the Honorary Assistant Treasurer and one or more of such other members of the Council as the Council may prescribe.

#### Amendment of Rules

- 27 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

- 28 The Council shall make Bye-Laws in reference to, in-line with, and incorporating the guidelines in the Code of Governance for Charities and Institutions of

A Public Character to include the best practices adopted by other Charities, where relevant and applicable to SJS, for regulating its business.

#### Interpretation

- 29 The Constitution of St John Singapore shall make references to the prevailing Charity Acts, the guidelines, rules, regulations and requirements stipulated in the Commissioner of Charities, Code of Governance for Charities and Institutions of A Public Character (IPC) (hereinafter called “COC Code of Governance”). In the event that the guidelines in the COC, Code of Governance are more stringent, then the COC, Code of Governance takes precedence over the Constitution of SJS.
- 30 In case of any doubt regarding the interpretation of the Constitution or any clause or word, a resolution shall be proposed and decided by a simple majority votes from members with voting rights, adopted and thereof the decision of the Council shall be final and conclusive.

#### Dissolution

- 31 The SJS 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.
- 32 In the event of the SJS being dissolved as provided above, all debts and liabilities legally incurred on behalf of the SJS shall be fully discharged, and the remaining funds (if any) should be transferred to another approved Institution of a Public Character under the Charities Act.
- 33 A certificate of dissolution shall be given within 7 days of the dissolution of the Registrar of Societies and the Commissioner of Charities.

#### Prohibitions

- 34 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.
- 35 The funds of the Council shall not be used to pay the fines of members imposed by any Court of Law or other lawful authority of Singapore.
- 36 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.
- 37 The Council shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 38 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.

- 39 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.
- 40 Overseas funding, donations, contributions and fundraising for overseas project would require Council's approval. Council shall ensure that the expenses comply with IPC requirements to benefit the Singapore community.

## 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., Ltd., 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 Priorities, 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.