

**BY-LAWS OF**  
**SINGAPORE SOCIETY OF CINEMATOGRAPHERS (SGSC)**  
**Effective: July 2017**

NAME

1.1 This Society shall be known as the “Singapore Society of Cinematographers (SGSC)”, hereinafter referred to as the “Society”.

PLACE OF BUSINESS

2.1 Its place of business shall be at “6 Chin Bee Ave, #02-06, Singapore 619930” or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies. The Society shall carry out its activities only in places and premises that have the prior written approval from the relevant authorities, where necessary.

OBJECTS

3.1 Its objects are:

- a) To promote the craft of Singaporean / Singapore based Directors of Photography, Cinematographers, Camera Operators, Assistant Cameras and Digital Imaging Technicians;
- b) To function as a platform to support, educate, share knowledge and improve the technical and artistic quality of cinematographic works with current or future technology;
- c) To function as a representative body for local Directors of Photography, Cinematographers, Camera Operators, Assistant Cameras and Digital Imaging Technicians to local and international professional associations or societies, as well as government bodies and media publications; and
- d) To define, advise, improve and uphold professional and ethical guidelines / conduct for the local Directors of Photography, Cinematographers, Camera Operators, Assistant Cameras and Digital Imaging Technicians.

3.2 In furtherance of the above objects, the Society may, with the approval of relevant authorities where necessary, conduct workshops and classes at the education institutions in Singapore.

3.3 The Society will not engage in any activities that may undermine national interest or public confidence and trust in public institutions.

3.4 The Society shall act responsibly and its activities shall be in conformity with Singapore's laws.

#### MEMBERSHIP QUALIFICATION AND RIGHTS

4.1 Non Singaporeans / Singapore Permanent Residents must be based and working in Singapore for a minimum of three (3) years to be eligible for membership.

4.2 As for the job scope in the member's Curriculum Vitae, the craft mentioned must be practised for at least eighty per cent (80%) of his work records.

4.3 Members consist of Full members, Associate members and Honorary members.

4.4 Only Directors of Photography, Cinematographers and Camera Operators can be Full members; Assistant Cameras and Digital Imaging Technicians shall be Associate members.

4.5 All members who are above 21 years of age, except Honorary members, can hold office in the Society as Committee Members.

4.6 Only Full members who are above 21 years of age can vote unless otherwise stated. Associate members can vote at Committee meetings except matters relating to Full Members and membership admission.

4.7 Full Members who have joined the Society on and after 1 June 2017 can only vote after he has fulfilled one (1) year of Society membership.

4.8 Only Full members who have more than ten (10) years of experience in one particular craft and provided that he is actively involved or engaged in that particular craft for the past three (3) years can apply to use the 'SGSC' acronym title. The approval shall be voted by Full members (at least 2/3 approval) and taking into consideration any objections raised.

4.9 Honorary members are honoured based on their contributions to the Singapore film industry. They may no longer be in practice or could have retired from the media profession.

4.10 Members have the responsibility to uphold the objects of the Society. Complaints made against any member can be made by sending a written correspondence to the feedback section of the SGSC official website. The Committee shall notify by written communication the member complained against of the specific complaints and shall provide a full opportunity to be heard by the Committee. If no reply is received from the member complained against within a period of 30 (thirty) days, the Committee, may take such action as they deem fit. Upon a full report by the Committee, may suspend any member for a limited time or expel the member for any cause, action or omission that is deemed by the Committee to be detrimental to the best interests of the Society or its members. The Committee will send a written communication to the member detailing reasons for the Committee's decision. The member suspended or expelled shall be entitled within 30 days after notice to apply in writing to the Secretary for a review of the decision of the Committee.

4.11 Members will have:

- a) Names, contact details and Curriculum Vitae and/or web-links to their personal website listed on the Society's web page;
- b) Access to all Society-related events such as Festivals, Cinematography Workshops (in Singapore and overseas), product launches, talks; and invitations to be appointed as jury members at film festivals;
- c) Updates on development of matters relating to Cinematography and film production in the local industry; and
- d) Support from the Society and its Partners for related matters.

#### APPLICATION FOR MEMBERSHIP

5.1 Full and Associate memberships are by invitation only and the said invitations require recommendations from two (2) Full members or Committee members. The Full and Committee members will decide on the application for membership after voting by Full and Committee members (at least 2/3 approval of voting members) and taking into consideration any objections raised. Full Members who have joined the Society on and after 1 June 2017 can only make recommendations after he has fulfilled two (2) years of Society membership.

5.2 Completed proposal forms submitted on prescribed forms for each category of membership, Curriculum Vitae, showreel and other requested documents shall be sent to the office of the Society and distributed to the Committee for review. Names of candidates will be distributed to the Committee at least 15 days prior to the Committee meeting at which the candidate's application will be discussed.

5.3 The applicant will be required to submit a minimum of

- a) Two (2) long-form (narrative); or
- b) Five (5) short-form (short film or commercial); or
- c) One (1) long-form and Three (3) short-form productions (short film or commercial).

5.4 The Committee, after close scrutiny and due consideration of each application, shall determine if the applicant meets the criteria for membership and shall submit a recommendation. Quality of work will be judged on an international standard of excellence, and the committee will be looking at all artistic and technical aspects of the work submitted.

5.5 The Committee shall be responsible for making full disposition and exercise prudence concerning admission to membership.

5.5 The Secretary shall notify the applicant the final decision of the Committee.

5.7 A copy of the Constitution and by-laws shall be furnished to every approved member.

#### MEMBERSHIP FEES, SUBSCRIPTIONS AND OTHER DUES

6.1 A membership fee is payable within two (2) weeks of approval of membership, in the following categories:

- a) Full members pay Singapore Dollars One Hundred Only (SGD\$100) per annum;
- b) Associate members pay Singapore Dollars Fifty Only (SGD\$50) per annum; and
- c) Honorary members need not pay any membership fees.

6.2 The membership fee shall be determined by the General Meeting on recommendation from the Committee from time to time.

6.3 Annual membership fee is payable in advance within the first month of the year. If a member falls into arrears with his membership fee or other dues, he shall be informed immediately by the Treasurer. If he fails to settle his arrears within four (4) weeks of their becoming due, the President may order that he be denied the privileges of membership until he settles his account. If he fails to settle his arrears for more than three (3) months, he will automatically cease to be a member.

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

6.5 The income and property of the Society whensoever derived shall be applied towards the promotion of the objects of the Society as set forth in the Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Society or to any of them or to any person claiming through any of them.

#### SUPREME AUTHORITY AND GENERAL MEETINGS

7.1 The supreme authority of the Society is vested in a General Meeting of the members.

7.2 An Annual General Meeting shall be held within three (3) months from the close of its financial year.

7.3 At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than twenty-five per cent (25%) of the total voting membership or thirty (30) voting members, whichever is the lesser, and may be called at anytime by order of the Committee. The notice in writing shall be given to the Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within two (2) months from receiving this request to convene the Extraordinary General Meeting.

7.4 If the Committee does not within two (2) months after the date of the receipt of the written request proceed to convene an Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving ten (10) days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Society's notice board.

7.5 At least two (2) weeks' notice shall be given of an Annual General Meeting and at least ten (10) days' notice of an Extraordinary General Meeting. Notice of meeting stating the date, time and place of meeting shall be sent by the Secretary to all voting members. The particulars of the agenda shall be posted on the Society's notice board four (4) days in advance of the meeting.

7.6 Unless otherwise stated in the Constitution, voting by proxy shall not be allowed.

7.7 The following points will be considered at the Annual General Meeting:

- a) The previous financial year's accounts and annual report of the Committee.
- b) Where applicable, the election of office-bearers and Honorary Auditors for the following term.

Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice to the Secretary one (1) week before the meeting is due to be held.

7.8 At least twenty-five per cent (25%) of the total voting membership or thirty (30) voting members, whichever is the lesser, present at a General Meeting shall form a quorum. Proxies shall not be constituted as part of a quorum.

7.9 In the event of there being no quorum at the commencement of a General Meeting, the meeting shall be adjourned for half an hour and should the number then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to amend any part of the existing Constitution.

## MANAGEMENT AND COMMITTEE

8.1 The administration of the Society shall be entrusted to a Committee consisting of the following and to be elected at each Annual General Meeting:

- a) A President
- b) A Vice President
- c) A Secretary
- d) An Assistant Secretary
- e) A Treasurer
- f) An Assistant Treasurer
- g) 5 Administrators
- h) 5 Web Masters

Majority of the Committee Members shall be Singapore Citizens. In addition, the President, Secretary, Treasurer and their deputies shall be Singapore Citizens or Singapore Permanent Residents. Foreign Diplomats shall not serve as Committee Members.

8.2 Names for the above offices shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. All office-bearers, except the Treasurer may be re-elected to the same or related post for a consecutive term of office. The term of office of the Committee is one (1) year.

8.3 Election will be either by show of hands or, subject to the agreement of the majority of the voting members present, by a secret ballot. In the event of a tie, the Chairman of the meeting shall have a casting vote.

8.4 A Committee Meeting shall be held at least once every three (3) months after giving seven (7) days' notice to Committee Members. The President may call a Committee Meeting at any time by giving five (5) days' notice. Majority of the Committee Members must be present for its proceedings to be valid.

8.5 Any member of the Committee absenting himself from three (3) meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee and a successor may be co-opted by the Committee to serve until the next Annual General Meeting. Any changes in the Committee shall be notified to the Registrar of Societies within two (2) weeks of the change.

8.6 The duty of the Committee is to organise and supervise the daily activities of the Society. The Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and shall always remain subordinate to the General Meetings.

8.7 The Committee has power to authorise the expenditure of a sum not exceeding Singapore Dollars One Hundred Only (SGD\$100) per month from the Society's funds for the Society's purposes.

#### DUTIES OF OFFICE- BEARERS

9.1 The President shall chair all General and Committee meetings. He shall also represent the Society in its dealings with other organisations, the media industry, government and public agencies, and the public.

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

9.3 The Secretary shall keep all records, except financial, of the Society and shall be responsible for their correctness. He will keep minutes of all General and Committee meetings. He shall maintain an up-to-date Register of Members at all times and consult the legal advisors to uphold legal requirements and ensure effective communication and correspondence with the members and the public.

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

9.5 The Treasurer shall keep all funds, collect, disburse all moneys on behalf of the Society and account for its correctness. He will advise on fundraising sponsorship, strategies and prepare, present, advise on financial implications of operational and strategic plans. He shall ensure that the funds are expended in compliance with the conditions set by the Society and the cheques for withdrawals from the bank shall be signed by the Treasurer and either the President or the Vice President or the Secretary.

9.6 The Assistant Treasurer shall assist the Treasurer and deputise for him in his absence.

9.7 The Administrator(s) shall assist in the general administration of the Society and perform duties assigned by the Committee from time to time.

9.8 The Web Master(s) shall assist the Society to maintain and update all matters relating to the web platform of the Society.



## AUDIT AND FINANCIAL YEAR

10.1 Two (2) voting members, not being members of the Committee, shall be elected as Honorary Auditors at alternate Annual General Meeting and will hold office for a term of two years only and shall not be re-elected for a consecutive term. The accounts of the Society shall be audited by a firm of Public Accountants and Chartered Accountants if the gross income or expenditure of the Society exceeds Singapore Dollars Five Hundred Thousand Only (SGD\$500,000) in that financial year, in accordance with Section 4 of the Societies Regulations.

10.2 They:

- a) Will be required to audit each year's accounts and present a report upon them to the Annual General Meeting.
- b) May be required by the President to audit the Society's accounts for any period within their tenure of office at any date and make a report to the Committee.

10.3 The financial year shall be from 1<sup>st</sup> February to 31<sup>st</sup> January.

## TRUSTEES

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

11.2 The trustees of the Society shall:

- a) Not be more than four (4) and not less than two (2) in number.
- b) Be elected by a General Meeting of members.
- c) Not effect any sale or mortgage of property without the prior approval of the General Meeting of members.

11.3 The office of the trustee shall be vacated:

- a) If the trustee dies or becomes a lunatic or of unsound mind.
- b) If he is absent from the Republic of Singapore for a period of more than one (1) year.
- c) If he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.
- d) If he submits notice of resignation from his trusteeship.

11.4 Notice of any proposal to remove a trustee from his trusteeship or to appoint a new trustee to fill a vacancy must be given by posting it on the notice board in the Society's premises at least two (2) weeks before the General Meeting at which the proposal is to be discussed. The result of such General Meeting shall then be notified to the Registrar of Societies.

11.5 The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

#### VISITORS AND GUESTS

12.1 Visitors and guests may be admitted into the premises of the Society but they shall not be admitted into the privileges of the Society. All visitors and guests shall abide by the Society's rules and regulations.

#### PROHIBITIONS

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

13.2 The funds of the Society shall not be used to pay the fines of members who have been convicted in court of law.

13.3 The Society 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.

13.4 The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

13.5 The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its office-bearers, Committee or members unless with the prior approval of the relevant authorities.

13.6 The Society shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities, where necessary.

## AMENDMENTS TO CONSTITUTIONS

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

## INTERPRETATION

15.1 In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in the Constitution, the Committee shall have power to use their own discretion. The decision of the Committee shall be final unless it is reversed at a General Meeting of members.

## DISPUTES

16.1 In the event of any dispute arising amongst members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with the Constitution. Should the members fail to resolve the matter, they may bring the matter to a court of law for settlement.

## DISSOLUTION

17.1 The Society shall not be dissolved, except with the consent of not less than three-fifths ( $\frac{3}{5}$ ) of the total voting membership of the Society for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose.

17.2 In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged, and the remaining funds will be disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.

17.3 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.