

BEDOK SAFETY GROUP **RULES AND REGULATIONS**

1. NAME

This group shall be known as the BEDOK SAFETY GROUP (hereinafter referred as the Group)

2. PLACE OF ACTIVITIES

Its place of activities shall be at the premises of member companies; Ministry of Manpower or such other address as may subsequently be decided upon and approved by the Committee. The Chairman will process any official correspondence.

3. OBJECTIVES

The main objectives of the Group are:

- To correlate the safety activities of all members of the Group;
- To provide the means for exchange of information among individuals and organizations concerned with occupational safety & health;
- To promote safety awareness in Singapore through safety campaigns and other activities.

4. MEMBERSHIP / APPLICATION

Corporate Membership

Any interested company can contact the Chairman or any member of the Group. The Group will subject each application of membership to acceptance. The Committee shall have the sole and absolute discretion to accept any application for membership. All decision made by the committee shall be final.

Individual Membership

Individual member must be an ex-BSG corporate member. Individual member must have served in BSG for at least a year as a corporate member. Member should not have left BSG as a corporate member for more than 3 years. The Committee shall have the sole and absolute discretion to accept any application for individual membership. All decision made by the committee shall be final.

5. RULES AND REGULATIONS FOR INDIVIDUAL MEMBERSHIP

- Individual membership is only for a maximum time frame of 6 months;
- Must not be absent for more than 3 consecutive meetings;
- To notify Chairman/host beforehand if unable to attend monthly BSG meetings;
- Required to host meetings on a rotating basis;
- Not to circulate BSG Minutes of Meeting to anyone except his/her immediate supervisor; and
- BSG committee may collect administrative fees from individual member to cover expenses incurred. Setting of administrative fee will be subjected to approval of committee. Upon administrative fee being paid by individual member, the Group shall extend the time frame for individual member for a period of 1 year.

6. WITHDRAWAL FROM MEMBERSHIP

Any member who wishes to withdraw from membership may do so by sending a written notice of withdrawal to the Chairman. The committee has the right to terminate the membership of any committee members. All outstanding expenses/sum if any, owed to the Group should be cleared at the time of withdrawal.

7. SUBSCRIPTION / FUND

No subscription will be imposed. However, funding of activities / campaign organised by the Group will be shared by Corporate Member companies.

Any remaining fund will be forwarded to fund the following years' activities.

The fund is not refundable.

The fund may be used for any expenses incurred in the meeting the objectives of the Group.

The financial year of the Group shall begin from 1st January and end on 31st December of the same calendar year.

In the event that the Group is disbanded, any remaining fund of the Group shall be donated to Charities registered with the Commissioner of Charities as appointed under the Charities Act Chapter 37.

8. THE COMMITTEE

The Committee shall consist of corporate members from member companies and individual members approved by the Committee.

The Committee members shall elect among themselves: -

- A Chairman;
- A Vice-Chairman;
- A Treasurer.

Note – individual member shall not be eligible for the above position and has no voting rights.

The term of office shall be two years and re-nomination thereafter. The term of office can be extended for one additional year subjected to approval of the committee. Chairman and Vice Chairman shall not hold office for more than 3 terms.

9. VOTING RIGHTS

Each corporate member shall be given one voting rights. Individual member has no voting rights.

10. MEETING OF THE COMMITTEE

The Committee shall hold regular meeting and at such times and places as the Committee shall direct.

The Committee may invite any other individual to attend the meeting.

The business of the meeting shall be:

- To approve the minutes of the previous meeting;
- To consider matter arising from the previous meeting;
- To discuss and plan Group activities;
- To consider any other business.

The venue of the meeting shall be rotated amongst member companies' premises or at the premise of the Ministry of Manpower. The committee member of the hosting company shall be the Secretary of the meeting.

Members shall notify Chairman or host company in advance if he/she is unable to attend the meeting.

11. QUORUM

The quorum for a Committee Meeting shall be 50% of the prevailing membership of the Group. In the event of there being no quorum, the meeting shall be adjourned to the same day in the following week at a place and time to be appointed. 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 make changes to any of the existing rules.

12. CHAIRMAN

The Chairman shall be from among the members of the committee. The Chairman shall be representative of the Group.

13. VICE-CHAIRMAN

The Vice-Chairman shall be from among the members of the committee. The Vice-Chairman shall preside over the Group in the absence of the Chairman.

14. TREASURER

The treasurer shall receive all monies due and pay all monies owed by the Group. He shall ensure proper records and accounts to be kept:

- Receipts and payments and of the matters in respect of which such receipts and payments take place;
- The assets and liabilities of the Group;
- He shall present his audited statement of accounts for the financial year ending 31st December to all members of the Group within one month.

15. AUDITOR

The Vice-Chairman or another member nominated by the committee shall be the auditor. He shall be required by the committee to audit the Group accounts for any period at any time and make a report to the committee.

16. ADVISOR

The Committee may invite a representative from the Ministry of Manpower to be advisor to the Group.

17. AMENDMENTS TO THE RULES AND REGULATIONS

Any amendment or addition to the Rules and Regulations must be tabled to Chairman 14 days before a Committee meeting and to be passed, they shall require the approval of all the members of the Committee present in the meeting.

18. PROHIBITIONS

The Group shall not indulge in any political or religious activities or allow its funds to be used for such activities.

The Group activities shall not be against any government law.

19. MEMBERS' PRIVILEGES

Corporate member

Entitled to attend BSG organised workshop and seminar free of charge unless decided otherwise by the committee. This entitlement is extended to corporate member's company employees and subject to maximum numbers of entitlements as set by the committee.

Entitled to free souvenirs, gifts, posters and other safety materials.

Entitled to loan exhibition and other materials from BSG.

Individual Member

Entitled to attend BSG organised seminar free of charge as decided by BSG corporate committee. This entitlement is restricted to individual member only and does not extend to individual member's company employees.

Entitled to free souvenirs as decided by BSG corporate committee.

Entitled to loan exhibition and other materials from BSG at a nominal charge.

20. REVISION

First Revision	Feb 1991
Second Revision	May 1999
Third Revision	Nov 2002
Fourth Revision	Aug 2003
Fifth Revision	Feb 2005
Sixth Revision	Mar 2007