**Guidelines on drawing up a Constitution**

· Societies may draft their own constitution or choose to use or modify ROS' Guide Constitution.   
· Basically, a society's constitution should have rules to cover:

| **#** | **Clause** | **Purpose** |
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| 1. | Name | Spells out the official name of the society. |
| 2. | Place of Business | Spells out the place of business of the society. |
| 3. | Objects | Spells out the main aims or objects in order of priority for which the society is formed, or which it may pursue, or for which its funds or any of them may be used. |
| 4. | Membership Qualification and Rights | Spells out the society's membership criteria e.g.  · The characteristics of person qualified to become a member and the class of membership, if any · Whether membership is restricted by sex, age, interest, experience, academic performance, etc · Voting rights of members and their rights to hold office |
| 5. | Application for Membership | Spells out the procedure of applying for membership, the method of conferment of membership. |
| 6. | Entrance Fees, Subscription and Other Dues | Specifies the sources from which the society shall derive its income, including the rates and method of payment of such entrance fees and periodical subscriptions as may be decided upon. |
| 7. | Supreme Authority and General Meetings | Provides that the supreme authority over the society lies with the General Meeting of members and the quorum required for the transaction of business at any General Meeting of the society. |
| 8. | Management and Committee | Lists the titles of the office-bearers and the method of appointment of the committee or governing body entrusted with the day-to-day administration of the society. |
| 9. | Duties of Office-Bearers | Specifies the functions, powers and responsibilities of each office-bearer including the authority or authorities for expenditure from the funds of the society. |
| 10. | Audit and Financial Year | Specifies the election/appointment of auditors and the keeping of accounts of the income and expenditure of the society and the publication of such accounts to its members annually. |
| 11. | Trustees | Applicable to societies with or likely to have immovable properties. |
| 12. | Visitors and Guests | Imposes limitation as to the number of guests a member may bring in and the number of visits a guest can make within a specified timeframe. |
| 13. | Prohibitions | Spells out the activities the society must not engage in.  The prohibition clauses listed from 13.1 to 13.4 in ROS' Guide Constitution are compulsory. |
| 14. | Amendments to Constitution | Spells out the manner by which the constitution or rules of the society may be amended. |
| 15. | Interpretation | Spells out the power of the Committee in dealing with any matter pertaining to the day-to-day administration of the society which is not expressly provided for in the Rules and the authority of the General Meeting to reverse the decision of the Committee under such circumstances. |
| 16. | Disputes | Spells out the manner by which disputes should be handled by members of the society. |
| 17. | Dissolution | Spells out the rules for the voluntary dissolution of the society and the manner by which the assets of the society is to be disposed upon dissolution. |