

# **BY-LAWS**

## **ASSOCIATION OF CERTIFIED SECURITY AGENCIES**

(First Revision 23rd April 2010)

PART I - GENERAL

PART II - MEMBERSHIP



## **INTERPRETATION**

1. In these Bylaws, all capitalised terms not defined herein shall have the meanings ascribed thereto in the Constitution and apart from such terms, the following terms have the following meanings:  
“Companies Act” means the Companies Act, Cap. 50;  
“CPF” means Central Provident Fund;
2. In the event of any inconsistency between these Bylaws and the Constitution, the Constitution shall prevail.

## **PART I - GENERAL**

### **1. Management**

1.1 These Bylaws should be applied in conjunction with the Association’s Constitution. The Bylaws may only be rescinded, amended or added to by the Executive Committee. They are binding on all Members.

1.2 All Bylaws are to be strictly adhered to and any violation is considered to be prejudicial to the interest of the Association for which appropriate disciplinary action may be taken as provided for in the Constitution or these Bylaws.

1.3 The Association’s Executive Committee and Sub-Committee members are authorised to enforce these Bylaws at all times.

### **2. Complaints and Suggestions**

2.1 Complaints and suggestions shall be made in writing to the Honorary Secretary of the Executive Committee.

2.2 The Executive Committee will deliberate on them or channel them to the appropriate Sub-Committee for consideration as it thinks fit.

### **3. Usage of Association Name and Logo**

3.1 All members are allowed to use the name and logo of the Association subject to the following conditions:-

- a) The logo of the Association shall not be more prominent than the member’s corporate logo.
- b) The size, color and design of the Association’s logo shall be as approved by the Association.

- c) No one is allowed to use the Association's name and logo if he is not a member or ceased to be a member of the Association.
- d) There shall be no abuse or misrepresentation of the Association name or logo or the Association for the purpose of soliciting business, canvassing or fund raising.
- e) The Association may review the usage of its name and logo and shall update the members by informing any such changes or additions concerning the usage or its name or logo.

#### **4. Change of Address**

4.1 Every member of the Association shall inform the Executive Committee of any change of address within 14 days of such change.

### **PART II – MEMBERSHIP**

#### **1. Types of Membership**

Membership shall consist of the following classes:

- a) Ordinary Member
- b) Associate Member
- c) Honorary Member

#### **2. Admission of Membership**

2.1 Each application for Ordinary, or Associate membership shall be made on the prescribed form submitted together with the required documents and submitted to Secretariat Office for the attention of the Honorary Secretary.

2.2 Upon the Honorary Secretary being satisfied that the documents accompanying the application is in order, the Honorary Secretary shall submit the application to the Nomination Sub-Committee who shall, after evaluation, decided whether or not to recommend the application to the Execution Committee.

2.3 In the event that the Nomination Sub-Committee declines to recommend the application to the Executive Committee, the applicant is entitled to re-submit his membership application

2.4 Upon receiving a recommendation for membership by the Nomination Sub-Committee, the Executive Committee shall decide by Majority Vote whether to grant or decline in-principal approval of the application.

2.5 If the Executive Committee decides to decline granting in-principal approval to any application, it shall not be obliged to state the reasons for its decision, which shall be final and binding.

2.6 If the Executive Committee decides to grant in-principle approval of an application, the applicant shall, within **14 days** of being notified of the same, pay the entrance fee and annual subscription, failing which his application shall be deemed to be cancelled. Within 7 working days of receipt of the entrance fee and annual subscription by the applicant, the Honorary Secretary shall enter the name of the applicant as a member and issue the applicant with a Certificate of Membership signed by the President and the Honorary Secretary.

2.7 Membership is valid for (1) one year only and renewal is subjected to meeting the renewal and admission criteria.

### **3. Criteria for Membership**

#### **3.1 Ordinary Membership**

Any security agency licensed under the Act and meeting the admission criteria shall be eligible for Ordinary membership.

#### **3.2 Associate Membership**

- a) Any organization or body that is engaged in the Private Security industry but does not hold a License may apply to be an Associate Member.
  
- b) The applicant shall submit his application form for approval to the Honorary Secretary.

- c) The Nomination Sub-Committee shall recommend any application for membership to the Executive Committee.

### **3.3 Honorary Membership**

- a) Such membership may be conferred upon any organization, company or person of acknowledged eminence in the security related industry or where the Executive Committee is of the view that the conferring of such membership will contribute to the image and objectives of the Association.
- b) The decision to confer shall be proposed and seconded by two members of the Executive Committee and the decision to confer Honorary Member status shall be made by a **two-thirds majority vote** of the Executive Committee.

### **3.4 Criteria for renewal of membership**

- a) A member shall apply for renewal of its membership no less than three (3) months prior to the date of expiry of membership.
- b) The member shall also ensure that the following are maintained:
  - i. Continue to hold a current and valid license;
  - ii. Current in their payment of CPF contributions for their employees;
  - iii. Certificate of insurance for Workmen Compensation, Public Liability and Professional Indemnity are valid for the period of certification;
  - iv. Compliance with all Labour Ministry Regulations and Acts;