

Submission of Amendment of Rules

Rule No.	Existing Rule(s)	Renumbered Rule No. (if any)	Proposed Rule(s)	Explanation & Reasons for Amendments
9	None	9.8	9.8 The Committee documents, manages, and protects all Society's assets, inclusive of all physical assets such as merchandise, and all digital assets such as website articles, photographs and artwork.	Ensuring that the Society's merchandise and digital assets are well taken of.
10	<p>Duties of office bearers</p> <p>10.1 The President shall chair all General and Committee meetings. He or she shall also represent the Society in its dealings with outside persons.</p> <p>10.2 The Vice President shall assist the President and deputise for him or her in his or her absence.</p>	10.1	<p>10.1.1 The President shall:</p> <p>(a) chair all General and Committee meetings.</p> <p>(b) <u>uphold the observance of the provisions of the Constitution and ensuring overall proper conduct of activities at the Society</u></p> <p>10.2.1 The Vice-President shall:</p> <p>(a) assist and advise the President in the performance of his/her duties; and</p> <p>(b) <u>carry out the duties of the President in his/her absence and when he/she so acts, he/she will exercise all the powers of the President;</u></p> <p>10.2 <u>Joint duties: Both the President and Vice-President shall, to the best of their abilities:</u></p> <p>(a) <u>represent the Society in its dealings with outside persons, or delegate official representatives in their absence</u></p> <p>(b) <u>promote good internal communication and documentation within the Society</u></p> <p>(c) <u>promote good volunteer management, effective delegation and talent renewal within the Society</u></p> <p>(d) <u>promote good organisational</u></p>	<p>Ensuring the Society's President and Vice-President exercises strong leadership in the following areas:</p> <ol style="list-style-type: none"> 1) Compliance to constitution 2) External meetings 3) Internal communication 4) Talent renewal 5) Good organisational governance

			<u>governance within the Society and the study of best industry practices.</u>	
10	The Secretary shall keep all records, except financial, of the Society and shall be responsible for their correctness. He or she will keep minutes of all General and Committee meetings. He or she shall maintain an up to date Register of Members at all times	10.3	The Secretary shall keep all records, except financial, of the Society and shall be responsible for their correctness. He or she will keep minutes of all General and Committee meetings. He or she shall maintain an up to date Register of Members at all times. <u>The Secretary shall also keep and compile (for easy retrieval by future Committees) all HSS AGM minutes.</u>	To ensure that future committees can retrieve past records easily
10	The Treasurer shall keep all funds and collect and disburse all monies on behalf of the Society. The Treasurer shall keep an account of all monetary transactions and shall be responsible for their correctness. He or she is authorized to expend up to \$100 per month for petty expenses on behalf of the Society. He or she will not keep more than \$200 in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee. Cheques, etc. for withdrawals from the bank will be signed by the Treasurer and either the President or the Vice President or the Secretary.	10.5	The Treasurer shall keep all funds and collect and disburse all <u>monies</u> on behalf of the Society. The Treasurer shall keep an account of all monetary transactions and shall be responsible for their correctness. <u>The Treasurer shall keep and compile (for easy retrieval by future Committees) all HSS annual financial statements.</u> He or she is authorized to expend up to \$100 per month for petty expenses on behalf of the Society. He or she will not keep more than \$200 in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee. Cheques, etc. for withdrawals from the bank will be signed by the Treasurer and either the President or the Vice President or the Secretary.	To ensure that future committees can retrieve past records easily
10	None	10.7	<u>The Committee must appoint a Data Protection Officer ('DPO'). The DPO's duty are to ensure</u>	To ensure that data protection for Society's members.

			<p><u>Society's compliance with the Personal Data Protection Act 2012 ('PDPA'), or any other relevant national laws and regulations relating to personal data protection, when developing and implementing Society's policies and processes for handling any personal data. To this end, the Committee must empower the DPO with all the tools necessary to ensure Society's compliance. The DPO should also stay updated on any relevant recommendations by the Singapore authorities in handling personal data.</u></p>	
10		10.8	<p><u>The Committee must appoint a Webmaster to oversee and protect the Society's digital estate. The Webmaster will assist the Committee in the handover of any digital accounts. The Webmaster must also ensure that official Society email accounts are actively being checked.</u></p>	To ensure protection of the Society's digital assets.