

CONSTITUTION OF ASSOCIATION OF CARROM (SINGAPORE)

Name

1.1 This Society shall be known as the “ASSOCIATION OF CARROM (SINGAPORE)”, hereinafter referred to as the “Society”.

Place of Business

2.1 Its place of business shall be at “26 Bukit Batok East Avenue 2, Hillview Regency, #22-08, Singapore 659920” 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 which have the prior written approval from the relevant authorities, where necessary.

Objects

3.1 Its objects are to promote the game of Carrom in Singapore and build players who can represent the Society in international competitions.

Membership Qualification and Rights

4.1 Membership is open to Ordinary and Associate Members.

- a) Ordinary Membership: All persons above the age of 18 are eligible for Ordinary Membership without regard to their race, creed or gender. Ordinary Members shall have the right to vote and to hold office in the Society.
- b) Associate Membership: Persons not eligible for Ordinary Membership may, on the approval of the Committee, become eligible for Associate Membership. The period of the membership shall be determined by the Committee. Associate Members shall have all the privileges and benefits of Ordinary Membership except the right to hold office in the Society and to vote at meetings.

Application for Membership

- 5.1 Every applicant for membership shall be proposed by one member in the form provided.
- 5.2 Applications may be rejected by the Committee without assigning any reason.
- 5.3 Applicants may be elected as members at any meeting of the Committee.

- 5.4 Immediately upon the election of a member, he shall be informed of the fact and he shall be supplied with a copy of the constitution of the Society. His subscription shall commence from the date of his election.
- 5.5 Every member shall from time to time communicate to the Honorary Secretary his address, and all notices posted to such addresses shall be considered as having been duly given on the day following the date of posting.
- 5.6 Elected members shall be entitled to all the privileges of membership upon payment of their entrance fee and annual subscription.

Entrance Fees, Subscriptions and Other Dues

- 6.1 Every Ordinary or Associate Member shall pay an entrance fee of \$2.00 which shall be due immediately upon his election to membership.
- 6.2 Subscriptions shall be payable as follows :-
 - a) The annual subscription of an Ordinary Member shall be \$15.00 and the life-subscription shall be \$100.00.
 - b) The annual subscription of an Associate Member shall be \$5.00.
- 6.3 All subscriptions shall be payable in advance.
- 6.4 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 this 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.

Arrears of Subscription

- 7.1 Annual membership is valid for one (1) year upon approval. The membership will be ceased if no payment is received within three (3) months from the expiry date of the annual membership. The Honorary Treasurer, with the help of other Committee Members, shall attempt to recover the arrears of subscription; provided always that the Committee may suspend the operation of this rule on receipt of a satisfactory explanation.

Resignation of members

- 8.1 Any member may resign from his membership by giving the Honorary Secretary a notice in writing to that effect. Every such notice, if accepted, shall be deemed to take effect from the date of its approval.

- 8.2 All resignations shall be considered by the Committee which may at their discretion refuse to accept the resignation unless all liabilities of the member resigning have been settled.
- 8.3 Any member who has resigned from the Society and is desirous of re-joining shall be dealt with in accordance with these Rules but he may be charged entrance fee at the discretion of the Committee. Should there be any arrears of subscription and/or any outstanding accounts due by him, these shall be paid in full or by agreement to pay by instalments to the satisfaction of the Committee before his application for re-admission will be entertained.

Expulsion

- 9.1 If any member complains about the conduct of another member or a member is investigated by the Committee and his conduct is found to be prejudicial to the interest of the Society, he shall be called upon by the Committee to explain his conduct and/or rectify any damage done. If the Committee is not satisfied with the member's explanation or rectification, it may call upon him to resign and if such member so requested does not resign within fourteen (14) days after such request, the Committee may then expel such member from the Society.
- a. Before such expulsion the member affected may have the right to appear before the Committee if he so desires.
 - b. The affected member may appeal to the Annual General Meeting provided that he has previously appeared before the Committee and explained his conduct. The decision of the General Meeting of members shall be final.
 - c. Any member expelled from the Society shall forfeit his entrance and subscription fees and shall not afterwards be eligible for membership.

Cessation of Membership

- 10.1 A member who resigns, or is expelled from the Society shall ipso facto cease to be a member of the Society, and such a person shall forfeit all rights to and claims on the Society.

Supreme Authority and General Meetings

- 11.1 The supreme authority of the Society is vested in a General Meeting of the members.
- 11.2 An Annual General Meeting shall be held in the month of April for the following purposes:-
- a. To receive from the Committee a report, balance sheet and statement of accounts for the preceding year;

- b. To elect members of the Committee and Honorary Auditors if such election is due ;
 - c. To decide on any resolution which may be duly submitted to the meeting as hereinafter provided; and
 - d. To consider any other matter brought forward in accordance with the Constitution of the Society.
- 11.3 At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than 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 Honorary 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.
- 11.4 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.
- 11.5 At least two (2) weeks' notice shall be given of an Annual General Meeting and Extraordinary General Meeting. Notice of such meeting and of the business to be transacted shall be sent to every member, and no business other than that of which three (3) days' notice in writing has been so given shall be brought forward at such meeting; provided always that should any member desire to raise any question relating to the report and accounts, he shall give at least three (3) days' notice of such intention to the Honorary Secretary. The report, balance sheet and statement of accounts shall accompany the notice convening the Annual General Meeting.
- 11.6 At all General Meetings, the President, and in his absence, the Vice-President, and in the absence of the Vice-President, a member elected by the members present, shall take the Chair. Every Ordinary Member present shall be entitled to have one (1) vote and in the case of an equality of votes the Chairman shall have a casting vote. Minutes shall be taken of all proceedings.
- 11.7 At least 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 be constituted as part of the quorum.
- 11.8 In the event of there being no quorum at the commencement of a General Meeting, the meeting shall be adjourned to a date, time and venue appointed by the Committee and should the members then present be insufficient to form a quorum, those members present, whatever their number may be, shall form a quorum, but they shall have no power to amend any part of the existing

Constitution. No Associate Member present can be counted towards the quorum.

Management and Committee

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

President	1
Vice-President	1
Honorary Secretary	1
Assistant Honorary Secretary	1
Honorary Treasurer	1
Assistant Honorary Treasurer	1
Executive Committee Member	4

12.2 Each Committee Member must have six (6) months of membership experience with all the earlier dues paid off. Names for the offices above shall be proposed and seconded and election will follow on a simple majority vote of the members. Election will be either by show of hands or, subject to the request by two (2) or more members present, by a secret ballot. Members of the Committee shall be eligible for re-election except the Honorary Treasurer who shall hold office for one term only and shall not be re-elected thereafter immediately. The term of office of the Committee is one (1) year.

12.3 The Committee shall have power to fill vacancies in the Committee during their term of office. When a vacancy occurs in the office of the President, the Vice-President shall fill the vacancy.

12.4 The Committee shall meet at least once every two (2) months to examine accounts and arrange the affairs of the Society and at other times at the discretion of the President, or on the requisition of at least three (3) members of the Committee. At all Committee meetings, three (3) Committee Members shall form a quorum. The Chairman at all Committee meetings shall have a casting vote. Minutes shall be kept of the proceedings of Committee meetings.

12.5 Any member of the Committee absenting himself from three (3) meetings consecutively without satisfactory explanations shall cease to be a member thereof.

12.6 The Committee shall 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.

12.7 The Committee may from time to time appoint such sub-Committees as they may deem necessary or expedient and may delegate or refer to them such of the powers and duties of the Committee as it may determine. At least one (1) member of the Committee shall be appointed to each of the sub-

Committees. All sub-Committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the direction of the Committee.

Duties of Office-Bearers

13.1 The President shall –

- a. Supervise the general management of the Society;
- b. Sign all bills and cheques passed by the Committee;
- c. Preside at all meetings, and sign the minutes after such minutes have been approved; and
- d. Have a casting vote in the event of tie.

13.2 The Vice-President shall act for the President in his absence and exercise all his powers as may be necessary, including that of a casting vote.

13.3 The Honorary Secretary shall –

- a. Keep minutes of all General and Committee meetings, and all records, except financial, and shall be responsible for their correctness;
- b. Have charge of all movable property of the Society;
- c. Transact all correspondence;
- d. Make arrangements for each meeting and notify the members;
- e. Submit any matter for discussion received from members; and
- f. Keep a register of all the members of the Society with their addresses.

13.4 The Honorary Treasurer shall --

- a. Collect, receive and have charge of all moneys;
- b. Disburse the moneys under the direction of the Committee;
- c. Keep full account of all monetary transactions and be responsible for their correctness;
- d. Submit a statement of the receipts and payments at each monthly meeting of the Committee; and
- e. At no time keep cash in hand amounting to more than \$500.00 except under unavoidable circumstances such as the Honorary Treasurer being hospitalised. Money in excess of \$500.00 shall be deposited in a bank to be named by the Committee.
- f. All cheques drawn thereon shall bear the signatures of the Honorary Treasurer and either the President or the Honorary Secretary.

13.5 The Assistant Honorary Secretary shall act for the Honorary Secretary in his absence and exercise all his powers as may be necessary.

13.6 The Assistant Honorary Treasurer shall act for the Honorary Treasurer in his absence and exercise all his powers as may be necessary.

13.7 The Executive Committee Members shall assist in the general administration of the Society and perform duties assigned by the Committee from time to time.

Audit and Financial Year

14.1 Two (2) voting members, not being members of the Committee, shall be elected as Honorary Auditors at each Annual General Meeting and will hold office for a term of one (1) year 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 \$500,000 in that financial year, in accordance with Section 4 of the Societies Regulations

14.2 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.

14.3 The financial year of the Society shall be from 1st April to 31st March.

Trustees

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

15.2 Any trustee may at any time resign from his trusteeship. If a trustee dies or becomes a lunatic or of unsound mind or moves permanently or is absent from the state of Singapore for a period of one (1) year, he shall be deemed to have resigned from his trusteeship. If a trustee is guilty of misconduct of such a kind as to render it undesirable that he continue as a trustee, a General Meeting may remove him from his trusteeship. Vacancies in the trusteeship may be filled at a General Meeting, but the number shall not be greater than three (3) or less than two (2). Notice of any proposal to remove a trustee from his trusteeship or to appoint a new trustee to fill a vacancy must be sent to members at least two (2) weeks before the meeting at which the proposal is to be discussed. The result of such meeting shall be notified to the Registrar of Societies.

15.3 The trustees of the Society shall not effect any sale or mortgage of property without the prior approval of the General Meeting of members. 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

16.1 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

17.1 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.

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

17.3 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

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

17.5 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.

17.6 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 Constitution

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

Interpretation

19.1 The Committee shall be the sole authority for the interpretation of the Constitution and of the Rules made thereunder, and if a member is aggrieved by the decision of the Committee, he shall have the right to appeal to a General meeting of members. The decision of the General meeting of members upon any question of interpretation or upon any matter concerning the Society shall be final and binding on the members.

19.2 In the event of any question or matter affecting the Society and not provided for by this Constitution and Rules, the Committee may, without prejudice to

the provisions of this Constitution and Rules, act according to their discretion. The decision of the Committee shall be final unless it is reversed at a General Meeting of members.

Disputes

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

Dissolution

21.1 The Society shall not be dissolved, except on the passing of a resolution for its dissolution by three-fifths (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.

21.2 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 shall be donated to a charity decided by the General Meeting of members.

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