

# SINGAPORE DRAGON BOAT ASSOCIATION



# CONSTITUTION

(Edit 18 November 2016)



# CONSTITUTION OF THE SINGAPORE DRAGON BOAT ASSOCIATION

**(NOTE: Words in these rules importing the masculine gender shall be deemed to include the feminine gender and vice versa. Words in the singular number shall include the plural number and vice versa)**

**RULE 1: NAME:**

1.0 The Association shall be called "SINGAPORE DRAGON BOAT ASSOCIATION" hereinafter referred to as the "ASSOCIATION".

**RULE 2: PLACE OF BUSINESS:**

2.0 The place of business of the Association shall be at:

Kallang Water Sports Centre  
No. 10 Stadium Lane  
Kallang  
Singapore 397774

or such other address as may subsequently be decided by the Management Committee subject to the approval of the Registrar of Societies.

**RULE 3: VISION & MISSION:**

3.0 The direction of The Association will be guided by the set Vision and Mission.

3.1 Our Vision is to develop sporting excellence in the sport of dragon boating and to cultivate mass participation in the sport.

3.2 Our Mission:-

- a. To develop and maintain a world class National Team at both senior and junior levels.
- b. To develop and promote a comprehensive outreach programme.
- c. To develop, promote and maintain world class competition events.
- d. To become an effective agent for dragon boat development.

**RULE 4:      MEMBERSHIP:**

4.0           Type of Membership: There shall be two (2) categories of members, viz Affiliate and Individual.

(1)       Affiliate Members:

Any Affiliates and Associations registered under the laws governing the registration of such bodies in the REPUBLIC OF SINGAPORE may apply for Affiliation Membership with the Association.

(2)       Individual Members:

Any person who is interested in Dragon Boat Events, may apply for individual Membership with the Association.

4.1           Method of Application: Application for membership under Rules 4.0(1) and 4.0(2) should be made on prescribed forms obtainable from the Secretary-General.

4.2           Approving Authority:

4.2.1       All applications for membership shall be decided and approved by the Management Committee.

4.2.2       The Management Committee may reject any application without assigning any reason whatsoever.

4.3           Approved Membership:

4.3.1       Every successful applicant shall pay the necessary fees within a period to be specified by the Management Committee in default of which the application may be cancelled.

4.3.2       Upon payment of the required fees within the stipulated time, the successful applicant will ipso facto become a member of the Association and be furnished with a copy of the Association's Constitution and he shall be deemed to have full knowledge of the provisions thereof.

4.4           Rights and Privileges of Members:

4.4.1       Only Affiliate Members shall have the right to vote.

4.4.2       Individual Members shall have the privileges of Affiliate Members, but not the right to vote and to hold office.

**RULE 5: ENTRANCE FEES AND SUBSCRIPTIONS:**

5.0 The following rate of fees shall apply:

	<b>ENTRANCE FEE</b>	<b>AFFILIATION FEE / ANNUAL SUBSCRIPTION</b>
5.0.1 Affiliate Member	\$200.00	\$150.00
5.0.2 Individual Member	\$100.00	\$ 50.00

5.1 There will be a one-time entrance fee and annual subscription fee for both Affiliates and Individual members.

5.2 Subject to the approval of the Management Committee, the above rates may be changed.

**RULE 6: HONORARY LIFE-PRESIDENT, HONORARY PATRONS, HONORARY ADVISOR, HONORARY LEGAL ADVISOR:**

6.0 The Honorary Life-Presidents refer to past Presidents who have served in the Association for more than ten (10) years. They shall have no voting rights.

6.1 The Association may invite any Singapore Citizen who may render or has rendered distinguished service to the Association to be a Patron of the Association. The Honorary Patrons shall have no voting rights in the Association.

6.2 **Honorary Patrons:**

There shall be three (3) categories of Honorary Patrons:

(1) **Founding Members:**

In recognition of their status as the Founding Members of The Association, the following organizations may be invited to appoint a representative to serve in the capacity of an Honorary Patron:

- a. People's Association (PA)
- b. Singapore Armed Forces Sports Association (SAFSA)
- c. Singapore Sports Council (SSC)
- d. Singapore Tourism Board (STB)

Their term of office shall be two (2) years and they may be invited by the Management Committee of the Association to assist in activities as organized by the Association.

(2) Significant Contributor:

Any person who has served the Association for more than ten (10) years and who has contributed significantly to the Association shall be elected to be an Honorary Patron of the Association for a period of two (2) years at the Annual General Meeting or Extraordinary General Meeting. The invitation to this person shall be decided by the Management Committee of the Association.

(3) Significant Contributor of Funds:

Any person who has contributed significantly to the Association by raising substantial funds for the Association may be appointed to be an Honorary Patron of the Association for a period of two (2) years at the Annual General Meeting or Extraordinary General Meeting. The invitation to this person shall be decided by the Management Committee of the Association.

6.3 Honorary Advisor:

Any prominent person who can contribute significantly to the Association may be invited to be the Honorary Advisor by the Executive Committee at its Executive Committee Meeting. He shall attend the Executive Committee Meeting and advise the Management Committee in ex-officio capacity. The Honorary Advisor shall have no voting rights.

6.4 Honorary Legal Advisor:

Any person who is legally qualified under the Legal Profession Act may be appointed as the Honorary Legal Advisor of the Association by the Executive Committee at its Management Committee Meeting. The Honorary Legal Advisor shall be invited to attend the Monthly Management Committee or other meetings as and when required. The Honorary Legal Advisor shall have no voting rights.

**RULE 7: SUPREME AUTHORITY / ANNUAL GENERAL MEETING:**

7.0 The Supreme Authority of the Association shall rest in the general meeting of members.

7.1 The Annual General Meeting of the Association shall be held each year not later than six (6) months after the closure of the Fiscal Year (FY) to transact the following business:

- a. To receive and approve the Annual Report and the Audited Statement of Accounts for the previous year ending 31<sup>st</sup> of March (end of previous FY).
- b. Election of the Management Committee as provided for in Rule 10 and in accordance with the provisions in Rule 7.2.

7.2 **Terms of Service:**

7.2.1 The following Management Committee Members as provided in Rule 10.0 shall serve for a period of two (2) years:

- a. The President
- b. The Deputy President
- c. Two (2) Senior Vice-Presidents
  - i) Senior Vice-President (Performance Maximization) [Pmax]
  - ii) Senior Vice-President (Mass Participation) [Pmass]
- d. Five (5) Vice-Presidents:
  - i) Vice-President (High Performance)
  - ii) Vice-President (Sports Talent Development)
  - iii) Vice-President (Technical & Certification)
  - iv) Vice-President (Publicity & Promotion)
  - v) Vice-President (Safety & Education)
- e. The Secretary-General
- f. The Assistant Secretary-General
- g. The Honorary Treasurer
- h. The Assistant Honorary Treasurer

7.2.2 The following Management Committee Members as provided in Rule 10.0 shall serve for a period of one (1) year:

- a. The six (6) Ordinary Committee Members
- b. The five (5) representative from the five elected Affiliates

7.3 **Groupings:**

In order to maintain continuity in the affairs of the Association, the key office bearers of the Management Committee are divided into two (2) groups, so that their terms of service would be staggered. This is to ensure that there will always be one (1) group who will be well versed with the affairs of the Association. The two (2) groups are:

**(1) Group A:**

- a. The President
- b. The Senior Vice-President (Performance Maximization)
- c. The Secretary-General
- d. The Honorary Treasurer
- e. The Vice-President (High Performance)
- f. The Vice-President (Sports Talent Development)

**(2) Group B:**

- a. The Deputy President
- b. The Senior Vice President (Mass Participation)
- c. The Vice President (Technical & Certification)
- d. The Vice President (Publicity & Promotion)
- e. The Vice President (Safety & Education)
- f. The Assistant Secretary-General
- g. The Assistant Honorary Treasurer

7.3.1 All office bearers shall be elected at the Annual General Meeting. The elected office bearers in Group A shall serve for a period of three (3) years initially and subsequent terms of office shall be for a period of two (2) years. Office bearers in Group B elected into offices at the initial Annual General Meeting shall serve for a period of two (2) years and subsequent terms of office shall also be two (2) years.

- 7.3.2 The Secretary-General shall give fourteen (14) calendar days' notice at the least, of intention to hold the Annual General Meeting specifying the place, day and hour of the meeting and the nature of the business.
- 7.3.3 Affiliates desirous of having any business placed on the agenda will give at least seven (7) calendar days' notice in writing to the Secretary-General prior to the day fixed for the Annual General Meeting, after which the Secretary-General shall communicate the nature of such business to the various affiliates.
- 7.4 **Extraordinary Meeting:**
- 7.4.1 The Secretary-General shall give fourteen (14) calendar days' notice at the least of intention to hold an Extraordinary Meeting specifying the place, day and hour of the meeting and the nature of the business.
- 7.4.2 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 Management Committee. The notice in writing shall be given to the Secretary-General setting forth the business that is to be transacted. Fourteen (14) calendar days' notice of intention to hold such meetings shall be given. The Extraordinary General Meeting shall be convened within two (2) months from receiving this request to convene the Extraordinary General Meeting.
- 7.4.3 If the Management 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 Association's notice board.

**RULE 8: QUORUM:**

- 8.0 No business shall be transacted at any Annual General Meeting or Extraordinary General Meeting unless a quorum is present or subject to Rule 8.1 when the Meeting proceeds to business. Save as herein otherwise provided the Quorum shall be one-quarter (1/4) or 25% of those eligible to vote or thirty (30) voting members, whichever is lesser, under Rules 9.1 and 10.1 of the Association.
- 8.1 In the event of there being no quorum at the commencement of a General Meeting, the meeting shall be adjourned for half an hour and 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 amend any part of the existing Constitution.
- 8.2 The President of the Association shall preside as Chairman of these Meetings, but if at any Meeting, he shall not be present within fifteen (15) minutes of the time appointed for the Meeting, the Deputy President and the Senior Vice-President of the Association present, in that order, shall preside.

**RULE 9: VOTES AT GENERAL MEETING:**

- 9.0 All matters put to the General Meeting shall be decided upon by a majority of votes. In the event of an equality of votes, the Chairman shall have the casting vote.
- 9.1 Persons entitled to attend and vote at the Annual General Meetings shall be:
- a. Members of the Management Committee.
  - b. Two (2) delegates nominated by each Affiliate whose names shall have been submitted in writing to the Secretary-General of the Association prior to the meeting, provided that any Affiliate that has not paid its subscription fee ipso facto forfeits its right to vote.
- 9.2 Individual Members may attend, but have no voting rights.
- 9.3 Except as provided in Rule 9.0, each person eligible to vote shall have only one vote, even though he may attend in more than one capacity.

**RULE 10: MANAGEMENT COMMITTEE:**

- 10.0 The Management of the Association shall be vested in a Management Committee comprising of:
- a. The President
  - b. The Deputy President
  - c. The two (2) Senior Vice-Presidents
    - i) Senior Vice-President (Performance Maximization) [Pmax]
    - ii) Senior Vice-President (Mass Participation) [Pmass]
  - d. Five (5) Vice-Presidents:
    - i.) Vice-President (High Performance)
    - ii) Vice-President (Sports Talent Development)
    - iii) Vice-President (Technical & Certification)
    - iv) Vice-President (Promotion & Publicity)
    - v) Vice-President (Safety & Education)
  - e. The Secretary-General
  - f. The Assistant Secretary-General
  - g. The Honorary Treasurer
  - h. The Assistant Honorary Treasurer
  - i. Six (6) Ordinary Members (see Rule 10.3)
  - j. One (1) representative from each of the five (5) elected affiliates
- 10.1 All the members of the Management Committee as specified in Rule 10.0 shall be entitled to vote at Meetings, except the six (6) ordinary members.
- 10.2 The Management Committee shall have power to fill any vacancy that may arise in its composition.



- 10.3 Six (6) Ordinary Committee Members shall be co-opted by the Management Committee from among the affiliate members and individual members. Their term of office shall only be one (1) year. The six (6) Ordinary Committee Members will not be voted in to the Management Committee at the Annual General Meeting, but instead they will be co-opted by the elected Management Committee.
- 10.4 At least seven (7) calendar day's notice of intention to hold an Annual Committee Meeting shall be given, provided that the President may direct that an Emergency Meeting be called at shorter notice.
- 10.5 Any Member of Management Committee who absents himself from three (3) consecutive Meetings without any explanation satisfactory to the Management Committee shall cease to be member thereof, and when the absentee is the representative of an Affiliate, the Affiliate shall cease to be eligible to be represented on the Management Committee.
- 10.6 No business shall be transacted at any Management Committee meeting unless a quorum of not less than one-quarter (1/4) or 25% of the members of the Management Committee are present.
- 10.7 The term limit for the Treasurer position is four (4) consecutive years. Further reappointment to the position can be considered after a lapse of at least one (1) year.
- 10.8 Any change of Management Committee members shall be notified to the Registrar of Societies and the Commissioner of Charities within two (2) weeks of the change.
- 10.9 Preferably the Members of the Management Committee should not be an immediate family member related by blood or marriage to any other Members of Management Committee. In any event, not more than half of the Management Committee shall be family members related by blood or marriage.
- 10.10 The members of the Management Committee have the duty to declare any business, commercial and/or personal interests that may directly relate to the Sport or management of the Association, at the earliest opportunity to the Management Committee upon his appointment and subsequently as and when any business, commercial and/or personal interests arise.

**RULE 11: POWERS OF THE MANAGEMENT COMMITTEE:**

- 11.0 The Management Committee shall be empowered to carry out its duties in the best interest of the Association. These are:
- 11.1 To control the finances of the Association.
- 11.2 To receive Annual Report from its Affiliates and Reports from the Association's Sub-Committees.

- 11.3 To appoint Sub-Committees with such duties and terms of reference as it may decide from time to time.
- 11.4 To appoint or approve technical officials for competitions.
- 11.5 To accept:
- a. Affiliations
  - b. Individual Members
- 11.6 To co-opt six (6) Ordinary Committee Members as provided in Rules 10.0 and 10.3.
- 11.7 To fill in any vacancy that may arise in its composition.
- 11.8 To take disciplinary action on the recommendation of the Disciplinary Sub-Committee.
- 11.9 To suspend for a stated period, indefinitely or permanently anyone infringing the Laws of the Association or guilty of misbehavior or unfair practices.
- 11.10 To suspend from affiliation, fine or expel from the Association any Affiliate which through a member acting on behalf of the Affiliate or any individual member connected in any way with the Association, shall be deemed guilty of :
- a. Infringing the Laws of the Association or Rules of competition.
  - b. Failing to suppress open Betting at any Meeting under its control.
- 11.11 To call upon any Affiliate against whom a definite charge has been lodged to produce its books and any other documents for inspection. Failure to do so shall be regarded as misbehavior.
- 11.12 To enforce and deal with any infringement of the Laws and Competition Rules.
- 11.13 To consider and decide appeals for reinstatement of any Member.

**RULE 12: EXECUTIVE COMMITTEE:**

- 12.0 When urgent matters or disputes are required to be discussed and there is no time to inform the Management Committee as required under Rule 10.4, the Executive Committee shall assemble to discuss the matters. The Executive Committee shall as soon as possible inform the Management Committee of their decisions or actions.

- 12.1 The following members of the Management Committee shall comprise the Executive Committee:
- a. The President
  - b. The Deputy President
  - c. Two (2) Senior Vice-Presidents
    - i) Senior Vice-President (Performance Maximization) [Pmax]
    - ii) Senior Vice-President (Mass Participation) [Pmass]
  - d. Five (5) Vice-Presidents:
    - i.) Vice-President (High Performance)
    - ii) Vice-President (Sports Talent Development)
    - iii) Vice-President (Technical & Certification)
    - iv) Vice-President (Publicity & Promotion)
    - v) Vice-President (Safety & Education)
  - e. The Secretary-General
  - f. The Assistant Secretary-General
  - g. The Honorary Treasurer
  - h. The Assistant Honorary Treasurer

12.2 The Executive Committee shall be empowered to decide on any urgent matters or arising and its decision shall be final.

12.3 Any four (4) members including the President of the Executive Committee shall constitute a quorum.

12.4 The Executive Committee shall dissolve when the Management Committee is dissolved.

**RULE 13: FINANCIAL PROVISIONS:**

13.1 The Management Committee may collect fees for participation in activities organized by the Association.

13.2 The Management Committee shall have authority to make payments out of the funds of the Association for any of the following purposes:

- a. For the general improvement of its facilities.
- b. For the furtherance of activities within the established programme of the Association.
- c. For the purchase of dragon boats, paddles, rudders, buoyancy vests, safety boats, furniture and equipment.

13.3 The respective Vice-Presidents, in consultation with the Secretary General and Honorary Treasurer, shall prepare an annual budget of the income and expenditure of the Association, and thereafter submit a copy of the budget to the Management Committee for discussion and approval. The annual budget shall be prepared three (3) months before the beginning of a new financial year.

13.4

**Expenditure approving authority:**

<b>AMOUNT</b>	<b>AUTHORITY LEVEL</b>
Below \$3,000	General Manager
≥\$3,000 & below \$25,000	Any two (2) of the following office bearers: a. President b. Deputy President c. The Secretary-General d. The Honorary Treasurer
≥\$25,000 & below \$50,000	Any three (3) of the following office bearers: a. President b. Deputy President c. The Secretary-General d. The Honorary Treasurer
≥\$50,000	The Management Committee of the Association

13.5

**Cheque Signatories:**

Group A Signatories	The Honorary Treasurer The Assistant Treasurer
Group B Signatories	The Secretary-General The Assistant Secretary-General
Group C Signatories	The President The Deputy President
For payment amount below \$25,000	1 signatory from Group A and 1 signatory from Group B or Group C
For payment amount ≥\$25,000	1 signatory from Group A, 1 signatory from Group B and 1 signatory from Group C

13.6

Every item of expenditure incurred shall be duly supported by bills, receipts or other documentary proof and payment vouchers in a form approved by the Management Committee. All such incurrence of expenditure shall be duly recorded by the Honorary Treasurer / Assistant Honorary Treasurer. The Honorary Treasurer / Assistant Honorary Treasurer shall also file all the supporting documents properly.

13.7

Every item of income received by the Association shall be duly recorded by the Honorary Treasurer / Assistant Honorary Treasurer, who shall acknowledge each item with a receipt in a form approved by the Management Committee.

13.8

The Honorary Treasurer / Assistant Honorary Treasurer shall pay into the Association's bank account all monies received by the Association, and shall be responsible for the safe custody of such money.

13.9

The Honorary Treasurer / Assistant Honorary Treasurer may retain in cash a sum not exceeding \$500/- for petty cash expenses.

- 13.10 The Honorary Treasurer / Assistant Honorary Treasurer shall maintain a set of proper accounting records for the recording of the financial transactions of the Association.
- 13.11 The Honorary Treasurer / Assistant Honorary Treasurer shall, at every monthly meeting of the Association, present a statement of receipts and payments of the Association, if any, for the month immediately preceding the meeting.
- 13.12 The Honorary Treasurer / Assistant Honorary Treasurer shall, at the end of each financial year, submit a statement of accounts within one (1) month at the end of the financial year to the Management Committee.
- 13.13 All statements of accounts shall be duly audited by the External Auditor of the Association.
- 13.14 The Honorary Treasurer / Assistant Honorary Treasurer shall, from time to time, review the financial procedures of the Association. Any changes made on the financial procedures shall be approved by the Management Committee.
- 13.15 The Financial Year of the Association shall be from-1<sup>st</sup> April to 31<sup>st</sup> March.

**RULE 14: AUDIT:**

- 14.0 The books and accounts of the Association shall be audited by an External Auditor once a year. The External Auditor shall report to the President and thereafter present the report at the Annual General Meeting. The External Auditors shall be changed at least once in every five (5) years. The accounts of the Association shall be audited by a firm of Certified Public Accountants if the gross income or expenditure of the Association exceeds \$500,000 in that financial year, in accordance with Section 4 of the Societies Regulations.

**RULE 15: RESIGNATION:**

- 15.0 An Affiliate intending to withdraw from the Association shall give notice in writing to the Secretary-General and its membership shall be terminated on the date that the resignation is accepted by the Management Committee.
- 15.1 An Affiliate not having tendered its resignation prior to the 1<sup>st</sup> April shall be liable for the ensuing year's subscription.
- 15.2 The Management Committee will only accept the resignation once the Affiliate has discharged its liabilities.

- 15.3 If a member of the Management Committee from Group A or Group B as provided in Rule 7.3 resigns before the end of his term, the Management Committee may appoint another member within the Management Committee to take over his office until the next Annual General Meeting. The Appointment shall only be for the remainder of the term of the resigned member.
- 15.4 Rule 15.3 shall also apply to offices that are vacant due to other reasons (death, absence, suspension, etc.).

**RULE 16: DEFAULT IN PAYMENT / SUSPENSION:**

- 16.0 The Management Committee shall have powers to suspend or remove from membership any Individual Member or Affiliates whose subscription is three (3) months in arrears, provided that one (1) month's notice has been sent to the Secretary of such Affiliate or Individual Member by registered post, informing him of the proposed action of the Management Committee.
- 16.1 Any Individual Member or Affiliate so suspended or removed from membership, and the Affiliate's Individual Members thereof, shall be disqualified from competing at any meetings held under the laws of the Association. A suspended or removed Individual Member of Affiliate must discharge the liability causing its suspension or removal, before applying for reinstatement and must be prepared if called upon, to send delegates or be present individually (or Individual Members) to state the reasons why the Individual Member of Affiliate should be re-instated.

**RULE 17: PROHIBITIONS:**

- 17.0 Gambling of any kind whether for stakes or not, is forbidden on the Association's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- 17.1 The funds of the Association shall not be used to pay the fines of members who have been convicted in Court.
- 17.2 The Association shall not attempt to restrict or interfere with trade or make directly or indirectly any recommendation to, any arrangement with its members which has the purpose or is likely to have the affect of fixing or controlling the price or any discount allowance or rebate relating to any goods or services to be supplied by them.
- 17.3 The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office bearers, Committees or members.
- 17.4 The Association shall not indulge in any political activities or allow its funds and/or premises to be used for political purpose.

17.5 The Association shall not raise funds from the public for whatever purposes without the prior approval in writing of Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities.

**RULE 18: AMENDMENTS TO CONSTITUTION:**

18.0 The Association shall not amend its Constitution without prior approval in writing of the Registrar of Societies and the Commissioner of Charities. 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 at the General Meeting.

18.1 Notice of such proposed amendments shall be made at least one (1) month prior to the Annual General Meeting or at an Extraordinary General Meeting to the Secretary-General of the Association.

**RULE 19: INTERPRETATION:**

19.0 In the event of any question or matter arising out of any point which is not expressly provided for in the rules, the Executive Committee shall have power to use their own discretion. The decision of the Executive Committee shall be final unless it is reversed at a General Meeting of members.

**RULE 20: DISSOLUTION:**

20.0 The Association shall not be dissolved except with the consent of not less than three-fifths (3/5) of the members of the Association eligible to vote and for the time being resident in Singapore expressed either in person or by proxy at the General Meeting convened for the purpose or by a postal vote.

20.1 In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged and the remaining funds shall be distributed to other charities or Institutions of a Public Character (IPCs) approved under the Charity Act.

20.2 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies and the Commissioner of Charities.