

**CONSTITUTION OF  
SINGAPORE DRAGON BOAT ASSOCIATION**

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## **1 NAME**

- 1.1 The association/federation shall be known as “SINGAPORE DRAGON BOAT ASSOCIATION” hereinafter referred to as “SDBA”.

## **2 DEFINITIONS**

- 2.1 In this Constitution words importing the singular include the plural and vice versa, and words importing any gender include the other genders.
- 2.2 In this Constitution unless the context requires otherwise:
- 2.2.1 ‘Advisor’ means an advisor to SDBA appointed in accordance with Article 31.
- 2.2.2 ‘Affiliate Member’ means an entity admitted as a Full Member of SDBA in accordance with Articles 9 respectively.
- 2.2.3 ‘AGM’ means the Annual General Meeting of SDBA members required to be held by SDBA in each calendar year.
- 2.2.4 ‘Appointed Board Member’ means an SDBA Board Member appointed under Article 23.
- 2.2.5 ‘Associate Member’ means an entity admitted as a Member of SDBA in accordance with Article 10.
- 2.2.6 ‘Authorised Delegate’ means a person authorised by a Full Member to attend a General Meeting of SDBA and to speak and vote on its behalf at such meetings.
- 2.2.7 ‘Authorised Representative’ means a person appointed by an Associate Member to attend a General Meeting of SDBA.
- 2.2.8 ‘Board’ means the body consisting of Elected and Appointed Board Members that governs SDBA.
- 2.2.9 ‘Board Committee’ means a committee established under Article 29.
- 2.2.10 ‘Board Member’ means a member of the SDBA Board and includes Elected Board Members and Appointed Board Members.
- 2.2.11 ‘Board Members’ means all or some of the Board Members of SDBA acting as a board.
- 2.2.12 ‘By-law’ means a by-law made under Article 34.
- 2.2.13 ‘CEO’ means a person appointed as Chief Executive Officer or their equivalent (i.e. “GM” as in the General Manager) by the Board according to the powers conferred on them by Article 32.

- 2.2.14 ‘Constitution’ means this constitution as amended from time to time, and a reference to an article is a reference to an article of this Constitution.
- 2.2.15 ‘Discipline’ means a SDBA sport programme defined by International Dragon Boat Federation (IDBF) and accepted by SDBA as a program under its jurisdiction.
- 2.2.16 ‘Elected Board Member’ means an SDBA Board Member elected under Article 22.
- 2.2.17 ‘EGM’ means an Extraordinary General Meeting of SDBA members called in accordance with Article 15.
- 2.2.18 ‘Family Members’ means a person’s child, sibling, parent, spouse, spouse’s parent, spouse’s sibling, grandparent, or grandchildren.
- 2.2.19 ‘Full Member’ means an entity admitted as a Member of SDBA in accordance with Article 9.
- 2.2.20 ‘General Meeting’ means a general meeting of SDBA Members and includes the AGM and EGM.
- 2.2.21 ‘IHLs’ means Institutions of Higher Learning such as Institutes of Technical Education, Polytechnics and Universities that are under the purview of the Ministry of Education of Singapore.
- 2.2.22 ‘Independent Member’ means an Appointed Board Member who is defined as being independent under Article 23.3.
- 2.2.23 ‘Individual Member’ means a person admitted as a Member of SDBA in accordance with Article 11.
- 2.2.24 ‘Key Office Bearer’ means a person who holds the position of President, Deputy President, Secretary General, Honorary Treasurer or any other key appointment in the SDBA Board.
- 2.2.25 This clause is intentionally left blank
- 2.2.26 ‘Objects’ means the objects of SDBA set out in Article 7.
- 2.2.27 ‘Patron’ means a patron of SDBA appointed in accordance with Article 31.
- 2.2.28 ‘Policy’ means a policy made under Article 34.
- 2.2.29 ‘Special Resolution’ means a resolution that must be passed by two-thirds (2/3) of the members present at a General Meeting who are entitled to vote in accordance with this Constitution.

- 2.2.30 “Dragon Boating” means the sport of SDBA, including all the categories, divisions and classes.
- 2.2.31 “Dragon Boating Events” means competitions, championships, demonstrations, exhibitions and any other events relating to SDBA.
- 2.2.32 “Trustee” means a Trustee of SDBA appointed in accordance with Article 40.
- 2.2.33 “Voting Members” means all Full Members eligible to vote at a General Meeting.

### **3 PLACE OF BUSINESS**

- 3.1 The place of business of SDBA shall be at:  
3 Stadium Drive  
#01-33  
Singapore 397630

or such other place as may from time to time be decided by the Board, subject to the approval of the Registrar of Societies. SDBA shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

### **4 AFFILIATION**

- 4.1 SDBA shall be affiliated with the International Dragon Boat Federation (hereinafter referred to as “IDBF”), Asian Dragon Boat Federation (hereinafter referred to as “ADBF”), the Singapore National Olympic Council (hereinafter referred to as “SNOC”), and such other recognised bodies as the Board may deem necessary.

### **5 AUTHORITY**

- 5.1 SDBA shall strive for government and public recognition as the national governing body and authority for the sport of Dragon Boat in Singapore by virtue of SDBA’s affiliation to IDBF, ADBF and SNOC, and through endeavours that further the Objects, Mission and Vision of SDBA.

### **6 INCLUSIVITY**

- 6.1 SDBA shall be inclusive and shall integrate into SDBA’s activities any adaptive form of Dragon Boat for people with disabilities that has been approved by IDBF, ADBF or the International Paralympics Committee.

## **7** **OBJECTS**

7.1 The objects of SDBA shall be as follows:

- 7.1.1 Promote, develop and increase participation for the sport of Dragon Boat in Singapore.
- 7.1.2 Promote physical activity for health and wellness, foster community engagement and bonding for social inclusiveness and integration, and inspire the Singapore Spirit through the sport of Dragon Boat.
- 7.1.3 To engage communities and provide access to the sport of Dragon Boat to vulnerable segments of the community such as youth at risk and the less privileged.
- 7.1.4 Unify, co-ordinate, sanction and organise Dragon Boat activities in Singapore, including national and international Dragon Boat tournaments and events.
- 7.1.5 Raise the competitive standards of Dragon Boat athletes in Singapore for sustainable elite level performance at international competitions and multi-sport major games.
- 7.1.6 Provide sport pathways and opportunities for the progression and advancement of Dragon Boat athletes, coaches and technical officials in Singapore.
- 7.1.7 Raise the technical capability of Dragon Boat coaches and technical officials in Singapore.
- 7.1.8 Do all things complementary or incidental to attain the aforesaid objects in Articles 7.1.1 to 7.1.7.
- 7.1.9 Mission
  - a. To develop and maintain a world class National Team at Junior, Premier and Senior level as indicated in IDBF, ADBF, SNOG and such other recognised bodies as the Board may deem necessary.
  - 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
- 7.1.10 Vision

To develop sporting excellence in the sport of Dragon Boat and cultivate mass participation in the sport

## **8 MEMBERSHIP**

- 8.1 SDBA's membership shall consist of:
  - 8.1.1 Affiliate Members
  - 8.1.2 Associate Members
  - 8.1.3 Individual Members
- 8.2 The list of the approved and most current SDBA's members shall be posted on SDBA's official website.

## **9 AFFILIATE MEMBERS**

- 9.1 "Affiliate Members" are full members and shall be:
  - 9.1.1 Legal entities registered in Singapore with the Registry of Societies (ROS) or the Accounting and Corporate Regulatory Authority (ACRA), that practice and engaged in Dragon Boat activity with no profit intent.
  - 9.1.2 Institutions of Higher Learning (IHL)
  - 9.1.3 Government Ministries and Statutory Boards that are willing to observe the rules and regulations of SDBA.
  - 9.1.4 Sport Clubs and Community Sport Network (CSN) that practice and engaged in Dragon Boat activity with no profit intent.
- 9.2 Affiliate shall be involved in the promotion, training and / or development of SDBA in Singapore.
- 9.3 Affiliates shall have participated in the competitions, programs, courses and activities organised by SDBA with a total of at ten (10) registered participants, this being the minimum number of people permitted to compete in the small 12-crew dragon boat, within the last twelve (12) months, this being the duration of the annual membership.
- 9.4 Affiliates shall have at least ten (10) registered members and who are not members of another Affiliate.
- 9.5 Affiliates shall have full voting rights at SDBA's General Meetings.
- 9.6 Affiliates shall be approved by The Board and may exercise their voting rights at subsequent General Meetings.
- 9.7 Affiliates may only be removed as a member of SDBA by a special resolution at an AGM unless for the reason stated in Article 13.3

## **10 ASSOCIATE MEMBERS**

- 10.1 Associate Members shall be Organisations or Legal entities registered in Singapore with the Registry of Societies (ROS) or the Accounting and Corporate Regulatory Authority (ACRA) not within the ambit of Article 9.1, that are willing to observe the rules and regulations of SDBA but are not eligible for Full Membership.
- 10.2 Associate Members shall have no voting rights at SDBA's General Meetings and shall not be considered for election or nomination into The Board at the General Meeting.
- 10.3 All Associate Membership shall be approved by the Board.

## **11 INDIVIDUAL MEMBERS**

- 11.1 An Individual Member shall be any person above eighteen (18) years of age, who is willing to observe the rules and regulations of SDBA.
- 11.2 Individual Members shall have no voting rights at SDBA's General Meetings.
- 11.3 All Individual Members shall be approved by the Board or by the Secretary General as delegated by the Board.

## **12 APPLICATION FOR MEMBERSHIP**

- 12.1 All membership applications shall be submitted to The Board and shall be decided and approved by The Board through Board meetings.
- 12.2 Application for membership may be rejected on any of the following grounds:
  - 12.2.1 The applicant does not satisfy all the relevant membership criteria set out in the relevant membership category in this Constitution;
  - 12.2.2 The applicant has been convicted of an offence involving moral turpitude, declared a bankrupt, wound up or dissolved.
  - 12.2.3 Where accepting the applicant would in the Board's absolute discretion be deemed prejudicial to the interest of SDBA as a whole.

## **13 MEMBERSHIP FEES**

- 13.1 Members shall pay:
  - 13.1.1 A one-time membership entrance fee and
  - 13.1.2 An annual membership renewal fee as determined by the Board from time to time. Membership renewal fees shall be paid by 1<sup>st</sup> June of each year.

- 13.2 The Board may suspend members who have membership renewal fee arrears of one (1) month or more. Suspended members shall not be entitled to any of the rights and privileges of membership including voting rights at General Meetings.
- 13.3 The Board shall terminate members who have membership renewal fee arrears of more than one (1) year. Terminated members may only apply to be reinstated as a member after a lapse of one (1) year.
- 13.4 The list of suspended and terminated Affiliates shall be posted on SDBA's official website along with the effective date of their suspension or termination.
- 13.5 The income and property of SDBA whensoever derived shall be applied towards the promotion of the objects of SDBA 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 SDBA or to any of them or to any person claiming through any of them.

#### **14 ANNUAL GENERAL MEETINGS**

- 14.1 The supreme authority of SDBA is vested in a General Meeting of the members. The Annual General Meeting (AGM) shall be held not later than 30 September each year.
- 14.2 If there are any unavoidable reasons for delay in holding the AGM by 30 September, the members shall be notified of the reason by 30 August through email or on SDBA's official website. The AGM may be postponed to a later date if no more than one-third (1/3) of the Full Members raise any objections in writing to SDBA within seven days (7) from the date of this notification.
- 14.3 At least twenty-one (21) days' notice shall be provided to Affiliates, through email and SDBA's official website, specifying the place, date and time of the AGM.
- 14.4 Affiliates who wish to table a resolution for the General Meeting's approval must notify the Secretary General in writing at least fourteen (14) days before the date of the AGM.
- 14.5 The agenda for the AGM, the Board's annual report and the audited financial statements for the preceding financial year, shall be forwarded to the members at least seven (7) days before the date of the AGM.
- 14.6 The business to be transacted at the AGM shall be:
  - 14.6.1 To approve the annual report and the previous financial year's audited financial statements.
  - 14.6.2 To approve any resolutions tabled by Affiliates in accordance with Article 14.4 or by the Board.
  - 14.6.3 Where applicable, to appoint auditors for the ensuing term.

- 14.6.4 Where applicable, to approve or remove Affiliate Members.
- 14.6.5 Where applicable, to approve the list of nominations received and to hold the election for Board Members.
- 14.7 No business other than that stated in the notice and agenda for the AGM shall be transacted at the General Meeting.
- 14.8 General Meetings may be conducted, wholly or partly, by electronic means. Members must at least be allowed to contemporaneously observe the proceedings of such meetings by audio and video means (e.g. “live” webcast) and to cast their vote electronically where required. Details on the arrangements for meetings to be conducted by electronic means shall be provided to members in the notice of the meeting.

## **15 EXTRAORDINARY GENERAL MEETINGS**

- 15.1 An Extraordinary General Meeting (EGM) may be convened at any time by order of the Board or on receipt of a written requisition by at least one-third (1/3) of the Full Members on SDBA’s membership register. Such requisition shall state the business that is to be transacted at the requested EGM.
- 15.2 The Board shall convene the EGM within one (1) month of receiving the requisition. Full Members who requisitioned the EGM may proceed to convene the EGM if one is not convened by the Board and shall provide the relevant notice and agenda for the meeting to the Affiliates.
- 15.3 At least fourteen (14) days’ notice shall be provided to Affiliates, through email and SDBA’s official website, specifying the place, date and time of the EGM along with the resolutions to be passed at the meeting.

## **16 ATTENDANCE AND QUORUM FOR GENERAL MEETINGS**

- 16.1 All members of SDBA’s shall be eligible to attend General Meetings.
- 16.1.1 Each Affiliate is entitled to have two (2) authorised delegates to attend a General Meeting to speak and vote on its behalf at such meetings. Regardless of number of authorised delegates attending, each affiliate is permitted to only one (1) vote.
- 16.1.2 Each Associate Member is entitled to have one (1) authorised representative to attend a General Meeting.
- 16.2 The names of the authorised delegates of Affiliates and the authorised representatives of Associate Members who will be attending the General Meeting shall be notified to the Secretary General at least three (3) days before the date specified for the General Meeting.

- 16.3 The Board may also invite various others including SDBA's auditors, legal advisers and observers from SDBA's stakeholders for General Meetings. Such invitees shall not participate in the proceedings of the General Meetings and may only address the meeting if deemed necessary by the Chairman or with the consent of the authorised delegates present at the meeting.
- 16.4 At least a quarter (1/4) of the voting members (i.e. Full Members) or thirty (30) voting members, whichever is the lesser, present at a General Meeting shall form a quorum.
- 16.5 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 or make addition to the existing Constitution.
- 16.6 The President of SDBA shall preside as the Chairman of the General Meeting but if the President of SDBA shall not be present within fifteen (15) minutes of the time appointed for the General Meeting, the Deputy President and the Senior Vice President of SDBA, in that order, shall then preside.

## **17 VOTING AT GENERAL MEETINGS**

- 17.1 Only authorised delegates of Affiliates who are above the age of twenty-one (21) shall be eligible to vote at General Meetings and for the election of Board Members.
- 17.2 Each authorised delegate shall have one vote. Board Members shall have no voting rights at General Meetings unless he is an authorised delegate of an Affiliate.
- 17.3 Voting by proxy is not allowed at all General Meetings.
- 17.4 All resolutions, with the exception of special resolutions, shall be approved by a simple majority (i.e. more than half of the member present and entitled to vote). All special resolutions shall be approved by at least two-thirds (2/3) of the members present and entitled to vote.
- 17.5 Electronic voting shall be allowed for general meetings conducted by electronic means. Electronic voting can be by a physical or digital show of hands or by an online poll.

## **18 GOVERNING BOARD**

- 18.1 SDBA shall be governed by a Board between Annual General Meetings. The Board shall have all the powers necessary to manage the affairs of SDBA other than those matters reserved for the Annual General Meeting's approval.

18.2 The Board shall comprise of the following twenty-five (25) members:

18.2.1 Thirteen(13) Elected Board Members

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

18.2.2 Five(5) Elected Affiliate Board Members, from five Affiliate Members

18.2.3 Six(6) Co-opted Board Members, appointed by The Board

18.2.4 One(1) Athlete's Commission Chairman, appointed by The Board

18.3 More than half of the Board shall be comprised of Singapore citizens.

## **19 NOMINATION AND ELECTION**

19.1 All nominations for the Board election must reach the SDBA office at least seven (7) days before the AGM, and any nominations received thereafter shall be invalid.

19.2 All nominations shall be submitted in writing via prescribed forms and along with the required supporting documents as may be determined by the Board.

19.3 All nominations must be proposed by an Affiliate and seconded by another Affiliate.

19.4 Nomination forms shall include a declaration by the nominee of any personal or business interest that may be of concern to SDBA or its members.

- 19.5 Nominated candidates must fulfil all the eligibility conditions in Articles 21 (Board Members) and 22 (Elected Board Members) respectively.
- 19.6 The voting eligibility of Affiliates, their authorized delegates and the nominated candidates for the Board election shall be verified and confirmed by a panel comprising two (2) or more independent members from the Board.
- 19.7 The list of eligible nominees shall be published in SDBA's official website and emailed to all Members at least five (5) days before the AGM where the election is to be held.
- 19.8 The election shall be conducted or supervised by an independent member of the Board.
- 19.9 Election will be by secret ballot and the result shall be based on a simple majority of the votes cast.
- 19.10 Any tie in votes that affects the outcome of the election shall be resolved through a subsequent round(s) of voting. If the tie involves more than two (2) candidates, the candidate with the lowest number of votes shall be eliminated after each round.
- 19.11 If a tie persists after two (2) successive rounds of voting involving the same candidates, the Chairman who is presiding over the election shall decide to either exercise a casting vote, where the Chairman had been so empowered by the members, or draw lots to resolve the tie.
- 19.12 The counting of the votes shall be overseen and verified by two (2) or more scrutineers from the members present at the AGM who are not contesting the election and/or the representatives from SDBA's auditors and/or legal advisers who are present at the AGM.

## **20 KEY OFFICE BEARERS (THE EXECUTIVE COMMITTEE OR EXCO)**

- 20.1 The Board shall elect from among themselves key office bearers, who will minimally be the six (6) Executive Committee members:
  - 20.1.1 The President
  - 20.1.2 The Deputy President
  - 20.1.3 Senior Vice-President for Performance Maximization
  - 20.1.4 Senior Vice-President for Mass Participation
  - 20.1.4 The Secretary General
  - 20.1.5 The Honorary Treasurer
- 20.2 The President, Deputy President and Secretary General shall be Elected Board Members who are Singapore citizens, and shall be elected by the Elected Board Members.

- 20.3 The Honorary Treasurer should preferably have a recognized accounting qualification and / or appropriate practical experience.
- 20.4 The President should have served and made positive contributions to the sport of Dragon Boat and/or SDBA as an ex-athlete, official or elected Board member, or should be a prominent individual of good standing within the sport and / or community.

## **21 BOARD MEMBERS**

- 21.1 Board members shall at least be twenty-one (21) years of age and shall be Singapore citizens or Permanent Residents.
- 21.2 Board members shall not be Individuals who are disqualified from serving on the Board of charities or companies pursuant to the Charities Act and Companies Act or have past convictions for offences for which criminal record cannot be spent pursuant to the Registration of Criminals Act (Third Schedule).
- 21.3 Board members shall not be serving a suspension or ban from IDBF, ADBF or other regulatory authority.
- 21.4 Board members shall be persons of good character with the relevant experience and credentials.
- 21.5 Board members shall neither be a paid employee of SDBA nor have a family member who is a paid employee of SDBA.
- 21.6 No more than three (3) of the Board members shall be family members, and such relationships must be declared upfront in the nomination and before the Board election.
- 21.7 Any change of Board members shall be notified to the Registrar of Societies and the Commissioner of Charities within two (2) weeks of the change.
- 21.8 The Board shall be divided into two (2) groups (i.e., Group A and Group B), with **4-year staggered tenure period** to ensure that function of SDBA and The Board is still maintained during the election year of the various elected board member's seat in The Board. However, at the first election following the adoption of this Constitution, six (6) of the Elected Board Members will be elected for a four (4) year term and seven (7) of the Elected Board Members with the lowest votes will be elected for a two (2) year term of office to allow for staggered terms of office for Elected Board Members.

<b><u>Group A</u></b>	<b><u>Group B</u></b>
<b>4-years per Term</b> i.e. Year 1 to 4, etc.	<b>4-years per Term</b> i.e. Year 3 to 6, etc.
President	Deputy President
Senior Vice-President for Mass Participation	Senior Vice-President for Performance Maximization
Vice-President for Safety & Education	Vice-President for Technical & Certification
Vice-President for High Performance	Vice-President for Talent Development
Secretary General	Vice-President for Publicity & Promotions
Honorary Treasurer	Assistant Secretary General
	Assistant Honorary Treasurer

## **22 ELECTED AFFILIATE BOARD MEMBERS**

- 22.1 An Elected Affiliate Board Member shall be an authorised delegate or representative of an Affiliate Member of SDBA who is duly elected by the voting members at an AGM.
- 22.2 Elected Affiliate Board Members shall act in the best interest of SDBA and not do anything to bring the SDBA into disrepute.
- 22.3 The Board may at any time appoint a suitable person to fill a position vacated by an Elected Affiliate Board Member for the remaining term of office for the vacated position.
- 22.4 Where more than half of the Elected Affiliate Board Member positions become vacant, the Board shall convene a General Meeting (EGM or AGM), within two (2) months from the positions becoming vacant, in order to elect the replacements for the remaining period of office.

## **23 CO-OPTED BOARD MEMBERS**

- 23.1 The Board will appoint six (6) other Co-opted Board Members to ensure an appropriate balance and diversity of skills, experience, ethnicity, and gender within the Board.
- 23.2 The Co-opted Board Members shall preferably be from the legal, accounting or medical profession or shall be experts in other relevant fields including marketing, event management or coach education.

- 23.3 The majority of the Co-opted Board Members shall be independent members who do not have any association with the affiliates, including as members or otherwise, and who do not have any vested interest in the affairs or business of SDBA.
- 23.4 The Board may at any time appoint a suitable person to fill a position vacated by an Co-opted Board Member for the remaining term of office for the vacated position.
- 23.5 The Board shall have the power to remove an Co-opted Board Member before the expiration of his term of office and may appoint another person in his stead for the remaining term of his office.

## **24 BOARD TENURE**

- 24.1 The term of office of Elected Board members shall be four (4) years for each Group.
- 24.2 The term of office of the Elected Affiliate Board Members shall be up to two (2) years.
- 24.3 The term of office of the Co-Opted Board Members shall be up to two (2) years.
- 24.4 The term of office of the Elected Athlete Commission Chair shall be up to two (2) years.
- 24.5 Counting from the year 2021, Board Members may serve a maximum tenure of eight (8) consecutive years on the Board and, upon reaching this tenure limit, shall only be eligible for re-election or re-appointment to the Board after a lapse of at least two (2) years.
- 24.6 A Board Member may only hold the appointment of Honorary Treasurer for a maximum of four (4) consecutive years and may only be considered for re-appointment as a Honorary Treasurer after a lapse of at least two (2) years.

## **25 BOARD ROLE AND POWERS**

- 25.1 The role and powers of the Board shall be as follows:
- 25.1.1 Provide stewardship and trusteeship on behalf of members and be responsible for ensuring that SDBA remains viable and effective in the present and for the future.
- 25.1.2 Provide strategic leadership, set objectives, and ensure that the necessary plans, policies, programs and resources are in place for SDBA to meet its objectives.
- 25.1.3 Ensure all legal and statutory obligations are met and all constitutional and governance requirements are complied with.
- 25.1.4 Establish a framework of prudent and effective controls which enables risk to be assessed and managed, including safeguarding of SDBA's assets and the public funds it receives.

- 25.1.5 Set SDBA's values and standards and ensure that obligations to members and other stakeholders are understood and met, and address all disciplinary issues that arise.
- 25.1.6 Be responsible for the appointment of the CEO and other senior management employees of SDBA and provide them with clearly documented roles, responsibilities and accountabilities.
- 25.1.7 Review management and Board performance periodically.
- 25.1.8 Manage conflict of interest and take appropriate measures to ensure that SDBA is protected against any personal or business interests of Board members and employees of SDBA.
- 25.1.9 Identify and sufficiently engage the key stakeholder groups of SDBA and seek their views and feedback on SDBA's strategies and policies.
- 25.1.10 Consider financial sustainability, social issues and environmental factors as part of its strategy and policy formulation.
- 25.1.11 Raise funds for SDBA and approve any expenditure from the funds and / or reserves of SDBA for SDBA's activities, subject to clause 25.1.12.
- 25.1.12 Decisions that involve the acquisition and disposal of immovable properties or assets, and expenditures above \$0.25M – excluding the utilization of grants, donations and sponsorships meant for specified purposes – should be approved at a General Meeting by a special resolution.

## **26 DUTIES OF OFFICE BEARERS**

- 26.1 The President shall chair all General and Board meetings. The President shall also represent SDBA in all matters with outside persons.
- 26.2 The Deputy President shall assist the President and deputise for him in his absence.
- 26.3 The Secretary General shall ensure that all records of SDBA , except financial, are kept safely and shall be responsible for their correctness. He shall ensure that the minutes of all General and Board meetings are recorded correctly. He shall also ensure that an up-to-date Register of Members is maintained at all times.
- 26.4 The Honorary Treasurer shall:
  - 26.4.1 Be responsible for the funds of SDBA.
  - 26.4.2 Keep an account of all monetary transactions and shall be responsible for their correctness.

- 26.4.3 Report on the financial status of SDBA at Board meetings and present audited financial reports at AGMs.
- 26.4.4 Not hold office in the Audit Committee.
- 26.5 The Assistant Honorary Treasurer shall assist the Treasurer and shall deputise for the Honorary Treasurer in his absence, and shall not hold office in the Audit Committee.
- 26.6 All cheques, electronic or online payments for withdrawals from the bank shall be co-signed by the Honorary Treasurer or Assistant Honorary Treasurer, and either the President or the Deputy President.
- 26.7 All other Board Members shall assist in the management of SDBA and perform duties assigned by the Board from time to time.

## **27 BOARD MEETINGS**

- 27.1 A Board Meeting shall be held at least once every two (2) months after giving at least seven (7) days' notice to Board Members.
- 27.2 A Board Member who is absent for three (3) consecutive Board meetings without any reasonable excuse accepted by the Board shall be deemed to have withdrawn from the Board.
- 27.3 At least half of the Board members must be present to form a quorum and for the meeting proceedings to be valid. This will include Board members who participate in the meeting via telephone or video conferencing.
- 27.4 Voting at Board meetings shall be by show of hands unless the meeting decides otherwise by a majority vote for a secret ballot. All Elected Board Members and Appointed Board Members who qualify as independent members shall have one (1) vote each at Board meetings.
- 27.5 Board Members who are not present at a meeting may write in prior to the meeting or call in during the meeting to vote on resolutions or required decisions circulated prior to the meeting.
- 27.6 The Chairman of the Board meeting shall have a casting vote (i.e. second vote) in the event of a tie in the votes.

## **28 CIRCULAR RESOLUTIONS**

- 28.1 The Board may by a circular resolution decide on any matters of SDBA as stated within its powers under this Constitution. Such circular resolutions shall be as effective as a resolution passed at a Board meeting duly convened and held.
- 28.2 The Secretary General or CEO shall circulate such resolutions for the Board Members' approval upon the request by any of the Board Member who shall have a seconder for the same.
- 28.3 The circulation of such resolution(s) shall be relayed to Board Members by any acceptable means of communication adopted by the Board, including via email.
- 28.4 A circular resolution shall be carried upon acceptance by a simple majority of members from the Board and shall be tabled and ratified at the following Board meeting.

## **29 BOARD COMMITTEES**

- 29.1 The Board may appoint Board Committees comprised of SDBA members and/or independent experts to assist the Board in the management and administration of SDBA.
- 29.2 The Board may delegate to such Board Committees such powers as it deems necessary.
- 29.3 The Board shall minimally appoint the following Board Committees with the appropriate terms of reference:
  - 29.3.1 Audit Committee
  - 29.3.2 Selections Committee
  - 29.3.3 Appeals Committee
  - 29.3.4 Disciplinary Committee
- 29.4 The Audit Committee, Selections Committee, Appeals Committee and Disciplinary Committee shall comprise of at least three (3) persons appointed by the Board. Each of these four (4) Board Committees shall be headed preferably by an independent Board member and shall have no more than two-thirds (2/3) of its members from the Board.

## **30 ATHLETES COMMISSION**

- 30.1 SDBA shall establish an Athletes Commission (AC) with the view to providing a process to promote open communication with the athletes.
- 30.2 The AC shall comprise of no more than five (5) Elected Members, who are either past or present National Dragon Boat athletes, including the Chairman who must be a former National Dragon Boat athlete.

- 30.3 The Chairman and members of the AC shall be elected by National Athletes who have represented Singapore in international Dragon Boat competitions within the past twenty-four (24) months.
- 30.4 The term of office of the AC members and their term limits, if any, shall follow that of the Board.
- 30.5 The Chairman of the AC shall be appointed as a Board member with voting rights and shall represent the AC in the Board until the expiry of his term as Chairman of the AC.

### **31 ADVISORS AND PATRONS**

- 31.1 The Board may appoint Advisors and/or Patrons who may or may not be a Member of SDBA to advise the Board in such matters as and when the Board deems necessary.
- 31.2 The Advisors and Patrons so appointed, shall have no voting rights in the Board.
- 31.3 The Advisors and Patrons may be invited by the President and/or the Board to chair a General Meeting of SDBA in which case the Advisor and Patron shall have no voting rights.

### **32 CHIEF EXECUTIVE OFFICER OR EQUIVALENT**

- 32.1 The Board may appoint a Chief Executive Officer (CEO) or an equivalent, such as General Manager (GM) to lead the SDBA management and secretariat staff.
- 32.2 The CEO or equivalent shall hold office on the terms and conditions (including as to remuneration) and with the powers, duties and authorities, determined by the Board.
- 32.3 The exercise of the CEO or equivalent's powers and authorities, and the performance of the CEO or equivalent's duties, shall always be subject to the control of the Board.
- 32.4 The role of the CEO or equivalent will be to implement the strategies, plans and policies approved by the Board and to be responsible for the management and direction of SDBA and its finances.
- 32.5 The CEO or equivalent shall attend all SDBA's meetings including General Meetings and Board meetings, subject to a determination otherwise by the Board. The CEO or equivalent shall not have a vote at these meetings but may speak on any matters where required.
- 32.6 Subject to the terms and conditions of the appointment, the Board may suspend or remove the CEO or equivalent from that office.

### **33 AUDIT AND FINANCIAL YEAR**

- 33.1 A firm of Public Accountants and Chartered Accountants shall be appointed as auditors at each AGM for the next financial year and shall be eligible for reappointment.
- 33.2 The auditor shall be changed at least once every five (5) years, whether to another auditor from the same auditing firm or company or to another auditor from a different auditing firm or company.
- 33.3 The auditors may be required by the President to audit SDBA's accounts for any period within their tenure of office at any date and make a report to the Board.
- 33.4 The auditors will be required to audit each financial year's accounts and present a report upon them to the AGM.
- 33.5 SDBA's financial year shall be from 1<sup>st</sup> April of each year to 31<sup>st</sup> March the following year.

### **34 POLICIES AND BY-LAWS**

- 34.1 The Board shall have the power to approve, create, alter or revoke by-laws, policies, regulations, procedures and practices in relation to the management and administration of SDBA as it deems fit.
- 34.2 Such by-laws, policies, regulations, procedures and practices from time to time in force shall not be inconsistent with the provisions of this Constitution.
- 34.3 If there is inconsistency, the provisions of the Constitution shall prevail, and that by-law, policy, regulation, procedure or practice shall to the extent of the inconsistency be void.
- 34.4 When in force, such by-laws, policies, regulations, procedures and practices shall be binding on all Members and has the same effect as a provision in this Constitution.

### **35 CONFLICT OF INTEREST**

- 35.1 Board members shall act in the best interests of SDBA, and the Board shall set clear policies, procedures and take appropriate measures to declare, prevent and address any conflict of interest that may arise.
- 35.2 Whenever a member of the Board is in any way, directly or indirectly, has an interest in a transaction or project or other matter to be discussed at a meeting, the member shall disclose the nature of his interest before the discussion on the matter begins. The Board Member concerned shall then offer to withdraw and leave the meeting and not participate in the discussion or vote on the matter. The Board shall decide if this should be accepted.

## **36 ANTI-DOPING & PREVENTION OF COMPETITION MANIPULATION**

- 36.1 SDBA shall recognise the right of all its athletes to participate in clean sport and is committed to ensuring the sport is doping-free and is free of any manipulation of competitions.
- 36.2 All affiliates, members, athletes, participants, staff and other individuals, who are subject to the jurisdiction of SDBA are bound by and agree to abide by all World Anti-Doping Code-compliant anti-doping rules applicable to the sport and to comply with the Olympic Movement Code on the Prevention of Manipulation of Competitions.

## **37 SAFE SPORT**

- 37.1 SDBA shall be committed to ensuring the safety and wellbeing of Dragon Boat athletes and practitioners in Singapore and shall take all necessary measures to protect them from all forms of harassment and abuse.
- 37.2 All affiliates, members, athletes, participants, staff and other individuals, who are subject to the jurisdiction of SDBA are bound by and agree to abide by the Safe Sport Unified Code and to comply with the applicable rules under the Safe Sport Programme.

## **38 DISPUTE RESOLUTION**

- 38.1 Any dispute arising amongst Members or between any Member and SDBA shall be resolved in accordance with the Framework for Alternative Dispute Resolution for Sports (ADR Sports) or other dispute resolution framework jointly administered for the time being by Sport Singapore, the Singapore Mediation Centre and the Singapore Institute of Arbitrators.

## **39 PRESS RELEASE**

- 39.1 Only the President or his/her delegate shall be entitled to give press releases relating to matters concerning SDBA.

## **40 TRUSTEES**

- 40.1 If SDBA at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.
- 40.2 The trustees of SDBA shall:
- 40.2.1 Not be more than four (4) and not less than two (2) in number.
- 40.2.2 Be elected by a General Meeting of members.

- 40.2.3 Not effect any sale or mortgage of property without the prior approval of the General Meeting of members.
- 40.3 The office of the trustee shall be vacated:
- 40.3.1 If the trustee dies or becomes of unsound mind.
- 40.3.2 If he is absent from the Republic of Singapore for a period of more than one (1) year.
- 40.3.3 If he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.
- 40.3.4 If he submits notice of resignation from his trusteeship.
- 40.4 Notice of any proposal to remove a trustee from his trusteeship or to appoint a new trustee to fill a vacancy must be given by posting it on SDBA's notice board and / or on SDBA s website at least two (2) weeks before the General Meeting at which the proposal is to be discussed. The result of such General Meeting shall then be notified to the Commissioner of Charities.
- 40.5 The address of each immovable property, name of each trustee and any subsequent change must be notified to the Commissioner of Charities.

#### **41 VISITORS AND GUESTS**

- 41.1 Visitors and guests may be admitted into the premises of SDBA but they shall not be admitted into the privileges SDBA. All visitors and guests shall abide by SDBA's rules and regulations.

#### **42 PROHIBITIONS**

- 42.1 The funds of SDBA shall not be used to pay the fines of members who have been convicted in court of law.
- 42.2 SDBA 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.
- 42.3 SDBA shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 42.4 SDBA 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.

### **43 CESSATION OF CHARITY STATUS**

- 43.1 In the event that SDBA ceases to be a registered charity under the Charities Act, all debts, liabilities legally incurred on behalf of SDBA shall be fully discharged, and the remaining funds will be donated to charitable organization(s), or Institution(s) of a Public Character, when SDBA is an Institution of a Public Character, as the case may be, with similar objectives in Singapore which is (are) registered under the Charities Act as the members of SDBA may determine at the General Meeting.

### **44 DISSOLUTION**

- 44.1 SDBA shall not be dissolved except with the consent of not less than three-fifths (3/5) of those entitled for the time being to vote at General Meetings.
- 44.2 In the event of SDBA being dissolved as provided above, all debts and liabilities legally incurred on behalf of SDBA shall be fully discharged, and the remaining funds will be donated to charitable organization(s), or Institution(s) of a Public Character, when SDBA is an Institution of a Public Character, as the case may be, with similar objectives in Singapore which is(are) registered under the Charities Act, as the members of SDBA may determine at the General Meeting.
- 44.3 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies and Commissioner of Charities.

### **45 AMENDMENTS TO CONSTITUTION**

- 45.1 No alterations, amendments or additions/deletions to this Constitution shall be made except at a General Meeting and by a special resolution.
- 45.2 Such alterations, amendments or additions/deletions shall only take effect after the approval from the Registrar of Societies and the Commissioner of Charities has been received.
- 45.3 Any proposal to amend the Constitution shall be notified in writing to SDBA at least fourteen (14) days before the General Meeting together with a copy of the proposed amendments.

### **46 MATTERS NOT PROVIDED FOR**

- 46.1 In all matters not provided for in this Constitution or doubts on the proper interpretation of the Articles in this Constitution, the decision of the Board shall be final unless it is reversed at a General Meeting of members.