

SINGAPORE CANOE FEDERATION

CONSTITUTION

2015 Version

Approved by ROS - July 2015



THE SINGAPORE CANOE FEDERATION

C O N S T I T U T I O N

PREAMBLE:

"REALISING THE VALUE THAT SPORTS HAS ON CHARACTER DEVELOPMENT, AND DESIROUS OF UTILISING THE NATURAL RESOURCES OF THE SEA AND IN-LAND WATER AREAS TO INCREASE THE AVENUES FOR SPORTS, WE, THE MEMBERS OF THE SINGAPORE CANOE FEDERATION SHALL ENDEAVOUR TO PROMOTE AND GOVERN THE SPORT OF CANOEING WITHIN THE REPUBLIC OF SINGAPORE, ACCORDING TO THE STIPULATIONS EMBODIED IN THE LETTER AND SPIRIT OF THIS CONSTITUTION".

Article I *Name*

The Society shall be called the "SINGAPORE CANOE FEDERATION" from henceforth referred to as "THE SCF" or "THE FEDERATION".

Article II *Address*

The place of business of the SCF shall be at

Singapore Canoe Federation
NSA Office #01-33
Singapore Sports Hub
3 Stadium Drive
Singapore 397630

or such other address as shall be decided by the Council of the SCF from time to time, subject to the approval of the Registrar of Societies.

Article III *Objects*

The objects of the Federation shall be:

1. To be the national governing body of the sport of canoeing in the Republic of Singapore.
2. To advance, promote, organise, control and safeguard the sport mentioned above, in all its forms and to work to improve its standards and facilities available.
3. To represent the Republic of Singapore in all matters pertaining to this sport, arising both at home and abroad.
4. To endeavour to co-ordinate the interests in and related activities of this sport of all its affiliates in the Republic through the participation in activities conducive to the attainment of the above-mentioned objects.
5. To affiliate with the Singapore National Olympic Council, People's Association and with the International Canoe Federation.
6. To obtain, collect and receive money and funds by way of contributions, donations, subscriptions, legacies, grants or any other lawful methods for or towards the objects of the Federation.

Article IV *Membership*

1. The Federation shall have the following classes of membership namely: -
 - (a) Ordinary Member
 - (b) Associate Member
 - (c) Honorary Individual Member

2(a). Ordinary Membership

Ordinary membership shall be open to:-

- (i) All schools, colleges, tertiary and other educational institutions in the Republic of Singapore.
- (ii) all organisations, corporations or associations registered with Registry of Societies in the Republic of Singapore with no less than 30 members and having amongst its objects, the promotion of canoeing (not as a commercial venture) amongst its members.

2(b). Associate Membership

Any person or persons not coming within the ambit of 2(a) (i) and (ii) may apply to be an associate member.

There shall be two types of Associate Memberships:

- (i) Individual Associate Member – all individuals may apply

to be an Individual Associate Member.

(ii) Corporate Associate Member – an organization that is registered with the Accounting and Corporate Regulatory Authority with a business license or commercial venture may apply to be a Corporate Associate Member.

2(c). Honorary Individual Membership

An Honorary Individual Member shall be one by virtue of his contribution to the furtherance of the sport of canoeing. The title shall be conferred upon by the Council of the Federation.

3. Application for ordinary or associate membership shall be made to the Honorary General Secretary of the Federation.
4. Acceptance of application for membership of the Federation shall be subject to the approval of the Council of the Federation. The Council may refuse application without assigning any reason.

Article V *Rights of Members*

1. All members shall be entitled to a copy of the constitution of the Federation on their election and shall have the right to seek advice, obtain the Federation's publications at special rates and avail themselves of all such facilities and services the Federation shall from time to time provide.
- 2a. All ordinary members shall be entitled to nominate two (2) delegates to attend and to speak at general meetings of the Federation. At general meetings of the Federation, each ordinary member shall have one (1) vote. Associate members are not entitled to vote.
- 2b. The honorary individual members shall have no voting rights at general meetings.

Article VI *Lapse of Rights*

The rights of members as stipulated in Article V above shall be deemed to have lapsed on the following occasions: -

1. When subscriptions due are not paid within three (3) months after the due date.
2. When it is established by the Federation that a member has infringed any of the rules provided herein.

Article VII *Subscriptions*

1. There shall be entrance fees of \$50.00 (Singapore Dollars fifty only) for all new memberships application.
2. The annual subscriptions for ordinary members shall be S\$200.00 (Singapore Dollars two hundred only) per year, for Individual Associate members shall be S\$300.00 (Singapore Dollars three hundred only) per year and for Corporate Associate Members shall be S\$600.00 (Singapore Dollars six hundred only) per year.
3. All annual subscriptions shall be payable to the "Singapore Canoe Federation".
4. Annual subscriptions are due and payable upon acceptance of membership and thereafter on the 1 April (start of financial year) in each year.
5. An administrative fee of S\$20.00 (Singapore Dollars twenty only) shall be payable (in addition to the annual subscription) where the annual subscription is paid after 31 March.

Article VIII *Patrons*

The Federation may invite any suitable person(s) to be patron(s) or advisor(s) of the Federation.

1. Patron(s) or Advisor(s) shall be entitled to all the rights of membership except that of voting at meetings.
2. Tenure of patron and Advisor shall be two (2) years from the date of the latest Annual General Meeting. Their appointment may be renewed.

Article IX *Management*

The Management of the Federation shall be the responsibility of the Council.

1. The Council shall comprise the following officers:
 - (a) The President
 - (b) Four (4) Vice-Presidents
 - (c) The Honorary Secretary
 - (d) The Assistant Honorary Secretary
 - (e) The Honorary Treasurer
 - (f) The Assistant Honorary Treasurer
 - (g) 4 elected members from the affiliates
2. Functions of the Officers in the Council.
 - (a) The President

The President shall chair all General and Council Meetings, and the meetings of the Organising Committee of the Federation, during which proceedings the President shall have a casting vote. Together with the Vice-Presidents and Secretary, the President shall represent the Federation in its dealings with other National and International bodies.

(b) Vice-Presidents

One of the Vice-President shall deputise for the President in the latter's absence.

(c) The Honorary Secretary

The Honorary Secretary will keep a register of all members of the Federation, keep minutes of the General and Council Meetings, keep records of all functions organised by or for the Federation, and other records of the Federation, and carry out other such duties as the Council may from time to time direct. The Honorary Secretary shall receive copies of all minutes of all committee meetings and copies of all notices sent out to members, or to organisations and persons outside the Federation, in the name of the Federation, its committees or its agents.

(d) The Assistant Honorary Secretary

The Assistant Honorary Secretary shall deputise for the Honorary Secretary in the latter's absence, and shall assist with all duties arising therefrom.

(e) The Honorary Treasurer

The Honorary Treasurer shall keep all funds, collect and disburse all monies on behalf of the Federation, and shall be responsible to keep an accurate and up to date account of all monetary transactions. The Honorary Treasurer is authorised to expend up to S\$300.00 (Singapore Dollars three hundred only) per month for petty expenses on behalf of the Federation. The Honorary Treasurer will not keep more than S\$300.00 (Singapore Dollar three hundred only) in the form of cash, and money in excess of this will be deposited in a bank to be named by the Council. Cheques and forms for withdrawals from bank will be signed by the Honorary Treasurer or the Assistant Honorary Treasurer and countersigned by the President, the Honorary Secretary or the Assistant Honorary Secretary.

(f) The Assistant Honorary Treasurer

The Assistant Honorary Treasurer shall deputise for the Honorary Treasurer in the latter's absence, and shall assist with all duties arising therefrom.

3. Duties of the Council.

The duties of the Council shall be:

- (i). To receive reports from its affiliates and the reports of its various committees;
- (ii). To consider applications for membership;
- (iii). To enforce the Laws of Competitions in canoeing (International Canoe Federation and SCF);
- (iv). To appoint such staff as may be necessary from time to time; and
- (v). To appoint Patron(s), Advisor(s) and Honorary individual member(s).

4. Executive Committee

a) The management of the day-to-day operation shall be the duties of the Executive Committee. The Executive Committee shall be formed by all appointment holders that comprise of:

- (i). President
- (ii). Four (4) Vice Presidents
- (iii). Honorary Secretary
- (iv). Assistant Honorary Secretary
- (v). Honorary Treasurer
- (vi). Assistant Honorary Treasurer

b) Duties of Executive Committee:

- (i). To control the finance and day-to-day operation and affairs of the SCF;
- (ii). To receive reports from its various committees
- (iii). To appoint and approve various classes of competitors and official in connection with the sports
- (iv). To appoint Chairman of Coaching Committee
- (v). To appoint other committee as it may decide from time-to-time
- (vi). To take discipline measures as it deems fit for National Athletes based on advise of the Coaching Committee
- (vii). To appoint the National Coach and other members of the Coaching Committee on the advise of the Chairman of the Coaching Committee.
- (viii). To appoint one or more persons who have previously held office in

the Council at any time, and at its sole discretion, as members of the Advisory Panel for a term not exceeding the term of office of the Executive Committee making the appointment. Members of the Advisory Panel may provide advice and assistance to the Executive Committee in the execution of its duties and may be appointed by the Executive Committee to represent the Federation at any meeting where the Federation is to be represented.

Article X *Audit*

1. The accounts shall as soon as practicable after the end of the financial year be audited by a Registered Auditor who shall be appointed at the General Meeting of the Federation.
2. The financial year shall be from April 1 to March 31.
3. An Audit Committee of independent persons will review objectively the effectiveness of the SCF's internal and financial control systems.

Article XI *Elections*

1. Honorary individual members and nominees of ordinary members are eligible to hold office in the Council. Individuals not present at the General Meeting may be nominated for election if their written consent has been duly obtained.
2. The officers of the Council shall be elected once every two (2) years and are eligible for re-election except the Honorary Treasurer who shall not hold the same post for more than four (4) consecutive years. Further re-appointment to the same position can be considered after a lapse of one year.
3. In the event of a vacancy among the officers in the Council, the Council shall appoint another member to act for the remaining period till the next General Meeting.
4. Any change of Council members shall be notified to the Registrar of Societies and the Commissioner of Charities within 2 weeks of change.

Article XII *Meetings*

1. Annual General Meetings
 - (a) The Annual General Meeting (AGM) of the Federation shall be held not later than 31 July of each year to transact the following Business:-
 - (i) To receive the minutes of the previous General Meeting and to discuss any matters arising therefrom.

- (ii) To receive the Annual Report of the Council and the Statement of Accounts, and to discuss any matters arising therefrom.
 - (iii) To elect members to the vacant offices in Council.
 - (iv) To appoint a firm of certified public accountants.
 - (v) To nominate a Patron in place of the one retiring.
 - (vi) To consider any other matters on the Agenda.
- (b) Notice for the above meeting shall be given in writing 21 calendar days before the scheduled date of the meeting. This notice shall include the details of the Agenda of the Meeting, the Annual Report, the Financial Report, and the list of vacant offices in Council.
- (c) The Quorum at any AGM shall be of one-third ($\frac{1}{3}$) of the total number of members who are eligible to vote at the AGM. If within half ($\frac{1}{2}$) an hour from the appointed time for the meeting a quorum is not present, the meeting shall be postponed for one (1) week, and if a quorum is still not present (at the postponed meeting), members present shall constitute the quorum, but this meeting may not make amendments to the Constitution, even if such a motion exists on the Agenda.
- (d) Unless otherwise decided, voting at the General Meetings shall be by show of hands and the declared result by the Chairman, shall be final.
2. Extra-Ordinary General Meetings
- (a) Extra-Ordinary General Meetings (EOGM) may be called either at the discretion of the Council, or on the direction of not less than one-third ($\frac{1}{3}$) of the affiliate members. Such a direction must state in the form of a motion of business to be discussed and bear the signatures of the members concerned. Notices of Extra-Ordinary General Meetings called must be sent out not later than 14 days before the appointed date of the meeting.
- (b) The Quorum at any Extra-Ordinary General Meetings shall be one-third ($\frac{1}{3}$) of those eligible to vote. If within half ($\frac{1}{2}$) an hour from the appointed time of the meeting, a quorum is not present, the EOGM shall be dissolved.
3. Council Meetings
- (a) Council Meetings shall be held at least once every quarter, to consider the day to day affairs of the Federation. Notice for such meeting shall be given in writing, at least seven (7) clear days before the appointed date for the meeting.
- (b) Quorum for this meeting shall be not less than one-half ($\frac{1}{2}$) of the members in the Council, failing which the meeting shall be adjourned to a date agreed upon

by the members present at the abortive meeting.

- (c) Any elected member of Council who absents himself from three (3) consecutive meetings without a satisfactory explanation shall cease to be a member of the Council and the Council shall take steps to fill the vacancy arising therefrom.

4. Executive Committee Meetings

- (b) Executive Committee Meetings shall be at least once a month or as often as it needs to be.
- (c) Quorum for this meeting shall be at least one-half (1/2) of the members in the Executive Committee.
- (d) Meetings will be documented for decision made and filing.

Article XIII *Amendments to Constitution*

- 1. No amendment to the Constitution may be made unless a motion of such amendment is properly tabled at a general meeting or at an Extra-Ordinary General Meeting for which notice should be given under the conditions laid out in Article XII (1) and (2) above.
- 2. Adopted amendments shall become operative after the approval is obtained from the Registrar of Societies and the Commissioner of Charities.

Article XIV *Dissolution*

- 1. The Federation shall not be dissolved unless by a resolution of a general meeting convened for the purpose and with the consent of not less than three-fifth (3/5) of the members of the Federation eligible to vote and for the time being resident in Singapore. In such an event all debts and liabilities legally incurred on behalf of the Federation shall be finally discharged, and the remaining funds shall be distributed to other charities or Institutions of a Public Character (IPCs) approved under the Charities Act.
- 2. Notice of dissolution shall be given to the Registrar of Societies and the Commissioner of Charities within seven (7) days of the dissolution.