

# CONSTITUTION OF SINGAPORE ICE SKATING ASSOCIATION

## ARTICLE 1 NAME

This Association shall be known as the “Singapore Ice Skating Association” hereinafter referred to as the “Association”.

## ARTICLE 2 PLACE OF BUSINESS

Its place of business shall be at No. 6 Temasek Boulevard, #09-05 Suntec Tower Four, Singapore 038986 or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies. The Association shall carry out its activities only in places and premises, which have the prior written approval from the relevant authorities, where necessary.

## ARTICLE 3 OBJECTIVES

1. To serve as the national governing body in the sport of ice skating (figure and speed skating) in Singapore as recognised by the Singapore Sports Council, the Singapore National Olympic Council and other relevant authorities in Singapore.
2. To serve as the Singapore member of the International Skating Union (“ISU”), to accept the ISU Constitution and all the relevant ISU rules, procedures and statutes including all amendments thereof from time to time.
3. To define and maintain uniform standards of skating proficiency. To prescribe rules for the holding of tests, competitions, exhibitions, carnivals and all other ice skating activities and the eligibility therefore and to qualify and appoint judges, referees and other officials for all tests, competitions and other skating events.
4. To promote, encourage and further the growth of ice-skating as a recreational and competitive sport and leisure activity.
5. To organize and sponsor competitions and exhibitions for the purpose of stimulating interest in ice skating on the part of all persons and to assist financially or otherwise, in accordance with the rules of the Association, and any other prevailing regulations of the relevant authorities (if any), the participants traveling to and from and attending such competitions and exhibitions who would otherwise be unable to participate therein.
6. To collect, publish, display, educate and inform the public in particular the youth of the nation, regarding ice skating through the use of all media, with emphasis on its pleasures, healthful aspects and its values as an activity that contributes to the development of fitness and character.
7. To raise funds to support activities through dues, the sales of publications, competitions and ice shows, sanction fees, sponsorships and any other means provided that none of the income of the Association inures to the private profit of any member, club or person.
8. To encourage and give guidance and assistance in the formation and organization of ice skating clubs and the attaining of full participation in ice skating by individuals, groups, clubs, schools, colleges and universities throughout Singapore.
9. In furtherance of the above objects, the Association is empowered to make regulations for the safety of members participating in the sports and to ensure the smooth and practical administration of the Association and to enhance discipline.

**ARTICLE 4**  
**MEMBERSHIP QUALIFICATION, RIGHTS AND APPLICATION**

1. There shall be five (5) types of membership:

- Club Ordinary Members: Clubs with voting right.
- Club Associated Members: Clubs with no voting right.
- Individual Members: Individuals must be registered with either a Club Ordinary Member or a Club Associated Member.
- Basic Skills Members: Individuals who participate in the Learn to Skate programme.
- Honorary Members.

2. Club Ordinary Members

(a) All the criteria below must be satisfied in order to qualify to be a Club Ordinary Member:

- (i) Clubs registered under the Societies Act (Cap 311);
- (ii) All clubs or organizations which have a minimum of thirty (30) valid members.

(b) An application for Club Ordinary Membership shall be accompanied by:-

- (i) a copy of the Constitution of the applicant society; and
- (ii) an acknowledgement in writing that if admitted into membership, the applicant society will adhere to this constitution and all rules, regulations, procedures and decisions of the Association.

(c) All successful applicant societies shall hereinafter be called "Club Ordinary Member".

(d) Every Club Ordinary Member shall be entitled to appoint from its registered members one (1) delegate for the purpose of attending and voting at all general meetings of the Association on its behalf. They are allowed to hold office.

(e) The duly authorized officer of such Club Ordinary Member shall deposit the certificate appointing one (1) delegate at the Association's place of business at No. 6 Temasek Boulevard, #09-05 Suntec Tower Four, Singapore 038986 not less than twenty-four (24) hours (excluding non-business days) before the time for the holding the general meeting. The delegate shall be entitled to one (1) vote at all general meetings.

3. Club Associated Members

Clubs which have less than thirty (30) paying members each and / or are not registered with the Societies Act (Cap 311) are considered as "Associated Club Members" and shall not be entitled to vote.

4. Individual Members

(a) There shall be two types of Individual Membership:

- Individual Members
- Basic Skills Members

(b) All Individual Members must be a member of the Singapore Ice Skating Association and also a member of a Club Ordinary Member or a Club Associated Member.

- (i) They can vote on behalf of the Club
- (ii) They will be eligible to hold office in the Association;
- (iii) They may participate in the testing, training, judging, officiating and coaching programmes of the Association, provided they meet all requirements concerning age, experience, qualification and other eligibility criteria;
- (iv) They may participate in all events, competitions and / or championships subject to the rules of the said events.

(c) Basic Skill Members

- (i) They may participate in Learn to Skate events and/or competitions according to the rules of the said events;

- (ii) They do not have the right to vote;
- (iii) They will not be eligible to hold office in the Association;
- (iv) They will not be eligible to participate in the testing, training, judging, officiating and coaching programmes of the Association.

5. Honorary Members

- (a) The Executive Committee may invite such persons as they think fit to be Honorary Members.
- (b) Members may send to the Secretary the name of persons suggested for invitation.
- (c) Honorary Members will not pay any entrance fee or subscription.
- (d) Honorary Members are entitled to all the benefit and privileges of membership except that they are not entitled to vote as members to hold office or to claim any share of the property of the Association on its dissolution.

6. Acceptance of application for membership of the Association shall be subject to the approval of the Executive Committee of the Association. The Executive Committee may refuse application without assigning any reason.

**ARTICLE 5  
ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES**

- 1. The entrance fee is whatever sum the Executive Committee determines from time to time.
- 2. The annual subscription is whatever sum the Executive Committee determines from time to time.
- 3. Due notice of the current annual subscriptions must be given.
- 4. Annual subscriptions are payable in advance within the first month of the subscription year. If the member fails to settle its arrears for more than three (3) months, the member will automatically cease to be a member and the Executive Committee may take legal action against the member.
- 5. Any additional funds required for special purposes may be raised from members with the consent of the general meeting of the members.

**ARTICLE 6  
RESIGNATION / TERMINATION / EXPULSION OF MEMBERS**

- 1. Any member may resign his membership by giving notice in writing to that effect to the Secretary.
- 2. If any member:
  - (a) is convicted of any criminal offence; or
  - (b) is adjudged a bankrupt; or
  - (c) makes a composition or arrangement with his creditors under the provisions of any statute; or
  - (d) has a trustee appointed for the benefit of his creditors; or
  - (e) is no longer capable of looking after his affairs; or
  - (f) is no longer a society registered with the Registrar of Societies.

The member shall cease to be a member of the Association but the Executive Committee may, in its discretion, reinstate the member.

- 3. If at any time the Executive Committee considers that it is in the best interests of the Association, they must inform the member by a letter specifying the time that this member ceases to be a member.

4. The Executive Committee may exclude the member from the activities of the Association once the member ceases to be a member of the Association.
5. The Executive Committee shall establish an appeals procedure that provides Members the opportunity to appeal any decision of the Executive Committee under Articles 6, Para 2 and 3 on the grounds:
  - a) that the decision was not made in good faith;
  - b) that the grounds for cessation set out under Articles 2 and 3 have not been satisfied.

## **ARTICLE 7 SUPREME AUTHORITY AND GENERAL MEETINGS**

1. The supreme authority of the Association is vested in a General Meeting of the members presided over by the President.
2. An Annual General Meeting shall be held within six (6) months of the financial year.
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 total voting members, and may be called at anytime by the order of the Executive Committee. The notice in writing shall be given to the Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within two (2) months from receiving the request to convene the Extraordinary General Meeting.
4. If the Executive Committee does not within two (2) months after the date of the receipt of the written request 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 posted the agenda on the Association's notice board.
5. Unless otherwise expressly stated in this Constitution, any notice given to or by any person pursuant to this Constitution shall be in writing or shall be given using electronic communications to an address for the time being notified for that purpose to the person giving the notice. For the avoidance of doubt, notwithstanding anything contained within this Constitution:
  - (a) at least two (2) weeks' notice shall be given of an Annual General Meeting and at least ten (10) days notice of an Extraordinary General Meeting by using electronic communications to an address for the time being notified to the Association by the member. Notice of meeting stating the date, time and place of meeting shall be sent by the Secretary to all voting members.
  - (b) Any notice of a meeting by the Executive Committee may be given to a member of the Executive Committee by using electronic communications to an address for the time being notified to the Association by the member of the Executive Committee.

Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators of England, shall be conclusive evidence that the notice was given. A notice contained in an electronic communication shall be deemed to be given at the expiry of forty-eight hours after the time it was sent.

6. The following agenda will be considered at the Annual General Meeting:
  - (a) receive from the Executive Committee a report, balance sheet and statement of accounts for the preceding financial;
  - (b) where applicable, elect office-bearers and Auditors for the ensuing year;
  - (c) decide on any resolution which may be submitted to the meeting in the manner prescribed below; and
  - (d) consider any other business as determined by the Executive Committee.

7. Any Club Ordinary Member who would like to place an item on the agenda of a General Meeting may do so provided the Club Ordinary Member gives notice to the Secretary not later than one (1) week before the meeting is due to be held.
8. At least 25% of the total voting membership present at a General Meeting shall form a quorum.
9. 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 of the existing Constitution.
10. At all general meetings of the Association the President or in his absence a member selected by the Executive Committee must take the chair.
11. Every member entitled to vote is entitled to one (1) vote for every motion and in case of an equality of votes the Chairman may have a second or casting vote.
12. The Executive Committee may, if it thinks fit, make regulations enabling members unable to be present to vote by proxy or in writing.

## **ARTICLE 8 MANAGEMENT AND COMMITTEE**

1. The administration of the Association shall be entrusted to an Executive Committee consisting of the following to be elected at each Annual General Meeting.
  - President
  - Vice President
  - Honorary Secretary
  - Honorary Treasurer
  - Committee Member
2. The Executive Committee may co-opt any member of the Association who is entitled to hold office to fill any vacant post in the Association until the next Annual General Meeting.
3. Names for the above officers shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. The posts of President and Secretary shall be persons who have served not less than six (6) months prior to their nomination, as an officer in the Executive Committee, provided that this qualification may be waived if there are no such eligible persons being nominated for such posts. All office-bearers may be re-elected to the same or related post for a consecutive term of office. The term of office of the Executive Committee is one (1) year.
4. The term limit for the Treasurer position is four (4) consecutive years. Further reappointment to the position can be considered after a lapse of one (1) year.
5. Election will be either by show of hands or, subject to the agreement of the majority of the voting members present, by a secret ballot. In the event of an equality of votes, the Chairman of the meeting shall have a casting vote.
6. An Executive Committee Meeting shall be held at least once every three (3) months after giving seven (7) days notice to the Committee Members. The President may call an Executive Committee Meeting at any time by giving five (5) days notice. At least half of the Executive Committee Members must be present for its proceedings to be valid.
7. Any change in the Executive Committee shall be notified to the Registrar of Societies and the Commissioner of Charities within two (2) weeks of the change.
8. The duty of the Executive Committee is to organize and supervise the daily activities of the

Association. The Executive Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and always remains subordinate to the General Meetings.

9. The majority of the Executive Committee should ideally be Singaporeans and preferably, the Committee member should not be an immediate family member related by blood or marriage to any other Committee member. (In any event, not more than half of the Committee shall be family members related by blood or marriage.)

10. The Executive Committee member has 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 possible opportunity to the Committee upon his appointment and subsequently as and when they arise.

## **ARTICLE 9 DUTIES OF OFFICE-BEARERS**

1. The President shall act as Chairman at all General and Committee Meetings. He shall also represent the Association in its dealings with outside persons.

2. The Vice President shall, in the absence of the President, perform the functions and assume all responsibilities of the office of President.

3. The Secretary shall keep all records, except financial, of the Association and shall be responsible for their correctness. He will keep minutes of all General and Committee Meetings. He shall maintain an up-to-date Registrar of Members at all times.

4. The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Association and shall keep an account of all monetary transactions and shall be responsible for their correctness.

## **ARTICLE 10 AUDIT AND FINANCIAL YEAR**

1. The accounts of the Association shall be audited by public accountants registered with the Accounting & Corporate Regulatory Authority (ACRA).

2. They:

(a) Will be required to audit each year's accounts and present a report at the Annual General Meeting.

(b) May be required by the President to audit the Association's accounts for any period within their tenure of office at any date and make a report to the Committee.

3. The financial year shall be from 1st April to 31st March.

4. The External Auditors shall be changed at least once in every five (5) years.

## **ARTICLE 11 TRUSTEES**

1. If the Association at any time acquires any immovable property, such property shall be vested in trustee subject to a declaration of trust.

2. The trustees of the Association shall:-
  - (a) not be more than 4 and not less than 2 in number;
  - (b) be elected by a general meeting of members;
  - (c) not effect any sale or mortgage of property without the prior approval of the General Meeting of members.
3. The office of the trustee shall be vacated: -
  - (a) if the trustee dies or becomes a lunatic or of unsound mind;
  - (b) if he is guilty of misconduct such a kind as to render of it undesirable that he continues as a trustee;
  - (c) if he submits notice of resignation from his trusteeship.
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 the notice board in the Association's premises at least two 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 Registrar of Societies and the Commissioner of Charities within two (2) weeks of the change.
5. The address of each immovable property, names of each trustee and any subsequent change must be notified to the Registrar of Societies and the Commissioner of Charities within two (2) weeks of the change.

## **ARTICLE 12 VISITORS AND GUESTS**

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

## **ARTICLE 13 PROHIBITIONS**

1. 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.
2. The funds of the Association shall not be used to pay the fines of members who have been convicted in a Court of law nor shall the funds be loaned to any persons.
3. The Association 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.
4. 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 effect of fixing or controlling the price or any discount, allowance or rebate relating to any goods or service which adversely affect consumer interest.
5. The Association shall not indulge in any political activity or allow its fund and/or premises to be used for political purposes.
6. The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office-bearers, Committee or members unless with the prior approval of the relevant authorities.
7. The Association shall not raise funds from the public for whatever purposes without the prior approval in writing from the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities.

**ARTICLE 14  
AMENDMENTS TO CONSTITUTION**

The Association shall not amend its Constitution without the 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.

**ARTICLE 15  
INTERPRETATION**

1. In this Constitution:
  - (a) references to the masculine include the feminine gender and where appropriate references to the singular include the plural; and
  - (b) the headings are for ease of reference only and are not to be taken into account in their interpretation.
  
2. In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, the Committee shall have the power to use their own discretion. The decision of the Committee shall be final unless it is reversed at a General Meeting of members.

**ARTICLE 16  
DISPUTES**

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

**ARTICLE 17  
DISSOLUTION**

1. The Association shall not be dissolved, except with the consent of not less than three-fifth (3/5) of the total voting membership of the Association for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose.
  
2. 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 to any Institutions of Public Character (IPCs) approved under the Charities Act.
  
3. A Certificate of Dissolution shall be given within seven days of the dissolution to the Registrar of Societies and the Commissioner of Charities.