

CONSTITUTION OF SINGAPORE ICE HOCKEY ASSOCIATION

NAME

- 1 This Society shall be known as the “Singapore Ice Hockey Association” hereinafter referred to as the “Association”.

PLACE OF BUSINESS

- 2 Its place of business shall be at “539 Changi Road, Singapore 419927” 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.

OBJECTS

- 3.1 Its objects are:
- (a) To promote the sport of ice hockey in Singapore.
 - (b) To encourage, assist and develop potential ice hockey players.
 - (c) To develop and facilitate training programmes for all groups and ages.

MEMBERSHIP QUALIFICATION AND RIGHTS

4.1 General

The minimum number of Ordinary members shall be thirty (30). Membership should substantially represent the fraternity for the Sport in Singapore.

4.2 Ordinary Members

Ordinary Members who are 21 years of age and above shall have the right to vote and hold office in the Association Clubs and/or organizations shall be entitled to 1 voting right per entity. Any one of the criteria below must be satisfied in order to qualify to be an Ordinary Member:

- (a) Other established entities with similar objectives and purposes for promoting the Sport;
- (b) Clubs registered under the Societies Act (Cap 311) or which are entities established within the Singapore Government or Statutory Boards;
- (c) All clubs or organizations which have a minimum of 30 valid paying members and which are directly related to promoting the Sport through youth development programmes and participation in competitions and / or other similar programmes.

- (d) Persons interested in participating in the sport of ice hockey. Ordinary Members shall have the right to vote and hold office in the Association, providing they are 21 years of age and above.

4.3 Associate Member

Any organization and/or entity, not falling within the definition of Rule 4.2, but being interested in the Sport, or any Individual who is interested in the Sport may apply to join the Association as an associate member. Associate Members shall not have the right to vote and to hold office.

4.4 Other Classes/Levels of Involvement

The Association may in its discretion create such other class or level of involvement to encourage / recognize /acknowledge the special contributions of various individuals to the Association. However, all such classes or levels of involvement shall not confer on such individual any voting rights or rights to management within the Association.

4.5 Junior Member

Any individual member under 21 years of age is classified as a Junior Member. Junior members are entitled to the same privileges as Ordinary Members save for the right to vote and hold office in the Association.

4.6 Youth Guardian Member

Youth Guardian Members (Parent/Legal Guardian) who are 21 years of age and above shall be entitled to 1 voting right per family to look out for the best interest of the children registered under that member. The following criteria below must be satisfied in order to qualify to as a Youth Guardian Member:

- (a) You are the parent or legal guardian of a child under the age of 21 years old participating in one of the Associations Youth Programs.
- (b) You have not been suspended, banned or rejected for any other membership types.

A Youth Guardian Member is able to register multiple children, so long as the member is the parent or legal guardian of that child.

A Youth Guardian Member does not have the ability to participate in SIHA organized activities or hold office and has to register as an ordinary member should the person wish to participate in SIHA organized activities or hold office.

APPLICATION FOR MEMBERSHIP

- 5.1 A person wishing to join the Association should submit his particulars to the Secretary on a prescribed form.
- 5.2 The Committee will decide on the application for membership. The Committee shall process all membership applications within 3 months of receipt of such application and

accept those that meet the established criteria and reject others based on defensible reason(s) that must be documented. Any rejected applicant shall have the rights to appeal to a General Meeting of the members in accordance with the process and procedure of appeal as may be set out in the standard operating procedures (“SOP”) of the Association or determined by the Committee from time to time.

- 5.3 A copy of the Constitution shall be made publicly available by the Association or upon request from any approved Ordinary Member upon payment of the entrance fee.
- 5.4 All applicants must have a valid email address and agree that email is the primary method of communication. Email addresses will be confirmed by the Association during the registration process. Beyond confirmation during Registration the Association is not responsible for applicants not receiving Association communications due to SPAM, white lists, filtering or other email settings or issues that block Association communications.

ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

- 6.1 The entrance fees and annual subscriptions shall be determined by the Committee in accordance with the Constitution with the specific goal to keep fees as low as possible, consistent with the objectives of a non-profit organization.
- 6.2 Annual subscriptions are payable in advance by the date specified by the Committee. If a member falls into arrears with his subscription or other dues, he shall be informed immediately by the Treasurer. If he fails to settle his arrears within 4 weeks of their becoming due, the President may order that his name be posted on the Association's notice board and that he be denied the privileges of membership until he settles his account. If he falls into arrears for more than three months, he will automatically cease to be a member and the Committee may take legal action against him provided that they are satisfied that he has received due notice of his debts.
- 6.3 Any additional fund required for special purposes may only be raised from members with the consent of the General Meeting of the members.
- 6.4 Annual subscriptions are payable in advance within the first month of the year. If a member falls into arrears with his subscription or other dues, he shall be informed immediately by the Treasurer. If he fails to settle his arrears within 4 weeks of their becoming due, the President may order that his name be posted on the Association's notice board and that he be denied the privileges of membership until he settles his account. If he falls into arrears for more than three months, he will automatically cease to be a member and the Committee may take legal action against him provided that they are satisfied that he has received due notice of his debts.

SUPREME AUTHORITY AND GENERAL MEETINGS

- 7.1 The supreme authority of the Association is vested in a General Meeting of the members presided over by the President.
- 7.2 An Annual General Meeting shall be held within 3 months after the close of the financial year.

- 7.3 At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than 25% of the total voting membership or 30 voting members, whichever is the lesser, and may be called at anytime by order of the Committee. The notice in writing shall be given to the Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within two months from receiving this request to convene the Extraordinary General Meeting.
- 7.4 If the Committee does not within two 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 days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Association's notice board.
- 7.5 At least two weeks' notice shall be given of an Annual General Meeting and at least ten days' notice of an Extraordinary General Meeting. Notice of meeting stating the date, time and place of meeting shall be sent by the Secretary to all voting members. The particulars of the agenda shall be posted on the Association's notice board four days in advance of the meeting.
- 7.6 Unless otherwise stated in this Constitution, voting by proxy shall not be allowed at all General Meetings.
- 7.7 Only Ordinary Members who are current on their Association fees are eligible to vote.
- 7.8 For the avoidance of doubt, members of the Committee are permitted to vote at General Meetings and Extraordinary General Meetings.
- 7.9 The following points will be considered at the Annual General Meeting:
- (a) The previous financial year's accounts and annual report of the Committee.
 - (b) Where applicable, the election of office-bearers and Honorary Auditors for the following term.
- 7.10 Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice to the Secretary one week before the meeting is due to be held.
- 7.11 At least 25% of the total voting membership or 30 voting members, whichever is the lesser, present at a General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum.
- 7.12 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 rules.

- 7.13 Any member who wishes to run for a Committee position must inform the Secretary in writing at least ten days prior to the General Meeting.

MANAGEMENT AND COMMITTEE

- 8.1 The administration of the Association shall be entrusted to a Committee consisting of the following to be elected for two-year terms at the Annual General Meeting:
A President
A Vice-President
A Secretary
A Treasurer
A Vice President – Marketing & Communication
A Development Director (Men)
A Development Director (Women)
A Development Director (Youth)
- 8.2 Names for the above offices shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. The President / Management Committee member shall serve a maximum of eight (8) consecutive years. Further re-election to the position of President / Management Committee member can only be considered after a lapse of at least two (2) years.
- The Treasurer (or equivalent) shall serve a maximum of four (4) consecutive years. Further re-election to the position of Treasurer can be considered after a lapse of at least one (1) year.
- 8.3 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 a tie, the Chairman of the meeting shall have a casting vote.
- 8.4 A Committee Meeting shall be held at least once every 3 months after giving seven days' notice to Committee Members. The President may call a Committee Meeting at any time by giving five days' notice, At least ½ of the Committee Members must be present for its proceedings to be valid.
- 8.5 Absent Committee Members may write or call in to vote on voting matters. Votes received post Committee Meeting will not be recognized.
- 8.6 Committee Members shall not hold salaried positions within or closely related to the Association.
- 8.7 Any member of the Committee absenting himself from three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee and a successor may be co-opted by the Committee to serve until the next Annual General Meeting. Any changes in the Committee shall be notified to the Registrar of Societies and the Commissioner of Charities within two weeks of the change.
- 8.8 The duty of the Committee is to organise and supervise the day-to-day activities of the Association. The 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.

- 8.9 The Committee has power to authorise the expenditures for the Association's purposes in accordance with SOPs relating to Procurement and Financial Management.
- 8.10 To be eligible for President, Vice President, and Treasurer positions, members must have served a minimum of 1 year on Committee in the last 4 years.

DUTIES OF OFFICE-BEARERS

- 9.1 The President shall chair all General and Committee meetings. He shall also represent the Association in its dealings with outside persons, appoint sub-committee chairpersons, and generally ensure the smooth running of the Association.
- 9.2 The Vice-President shall assist the President and deputise for him in his absence.
- 9.3 The Secretary shall keep all records, except financial, of the Association and shall be responsible for their correctness. He/she will keep minutes of all General and Committee meetings. He/she shall maintain an up-to-date Register of Members at all times.
- 9.4 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. He will be responsible for ensuring that the Association's finances are managed consistently in accordance with the SOPs relating to Financial Management.
- 9.5 The Assistant Treasurer shall assist the Treasurer and deputise for him in his absence.
- 9.6 Members of the Committee shall serve without compensation for their services in it.
- 9.7 The Association may at its' discretion employ employees to support the administration, finance and operation of the Association.
- 9.8 The Committee will also endeavour to form Special Committees involving other stakeholders for key areas. These committees include Technical Committee, Finance Committee and Audit Committee.
- 9.9 The Committee will formulate a "Conflict of Interest" policy specifying the types of business conduct or transactions that may raise concerns of partiality. This policy will provide clear procedures for disclosure of actual or potential conflict/s, including the review of such business conduct or transactions by neutral Committee Members.
- 9.10 An Athlete Selection Committee will be formed by the Committee and will comprise of volunteers as well as salaried Association officials who are proficient and competent to make decisions relating to the selection of athletes.

AUDIT AND FINANCIAL YEAR

- 10.1 The Committee shall appoint a qualified External Auditor to audit the annual account and internal control systems, and present a report to the Committee. The External Auditors shall be changed at least once in every five (5) years.
- 10.2 Two voting members, not being members of the Committee, shall be elected as Honorary Auditors at alternate Annual General Meeting and will hold office for a term of two years only and shall not be re-elected for consecutive term.
- 10.3 They:
- (a) Will be required to audit each year's accounts and present a report upon them to the Annual General Meeting,
 - (b) May be required by the President to audit the Association's accounts for any period within their tenure of office at any date and make a report to the Committee.
- 10.4 The financial period shall be 12 months and shall begin on 1 May and end on 30 April.

TRUSTEES

- 11.1 If the Association at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust
- 11.2 The trustees of the Association shall:
- (a) Not be more than four and not less than two in number.
 - (b) Be elected by a General Meeting of members.
 - (c) Not affect any sale or mortgage of property without the prior approval of the General Meeting of members
- 11.3 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 absent from the Republic of Singapore for a period of more than one year.
 - (c) If he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.
 - (d) If he submits notice of resignation from his trusteeship.
- 11.4 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.
- 11.5 The address of each immovable properties, name of each trustee and any subsequent change must be notified to the Registrar of Societies and the Commissioner of Charities.

VISITORS AND GUESTS

- 12.1 Visitors and guests may be admitted into the premises of the Association but they shall not be admitted to the privileges of the Association nor shall they be admitted into the premises more than six times in a calendar year. These visits are to be confined to not more than once in fourteen days.
- 12.2 A Visitors' Book shall be kept, in which shall be entered the names of all visitors and guests, together with the names and signatures of the members nominating them and the dates of their visits.

PROHIBITIONS

- 13.1 Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250, is forbidden on the Association's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- 13.2 The funds of the Association shall not be used to pay the fines of members who have been convicted in a court of law.
- 13.3 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.
- 13.4 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 interests.
- 13.5 The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 13.6 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.
- 13.7 The Association shall not raise funds from the public for whatever purposes without the prior approval in writing of the Head, Licensing Division, Singapore Police Force and other relevant authorities.

AMENDMENTS TO CONSTITUTION

- 14 No alteration or addition/deletion to this Constitution shall be made except at a General Meeting and with the consent of two-thirds of the voting members present at the General Meeting. and they shall not come into force without the prior sanction of the Registrar of Societies and the Commissioner of Charities.

INTERPRETATION

- 15 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 power to use its own discretion. The decision of the Committee shall be final unless it is reversed at a General Meeting of members.

DISPUTES

- 16 In the event of any dispute arising amongst members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with this Constitution. Should the members fail to resolve the matter, they may bring the matter to a court of Law for settlement.
- 16.1 In the event a dispute is taken to a court of law for settlement, the President may order that names and parties to the dispute be posted on the Association's notice board and that they be denied the privileges of membership until the dispute is settled.

DISSOLUTION

- 17.1 The Association shall not be dissolved, except with the consent of not less than $\frac{2}{3}$ 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.
- 17.2 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 will be distributed to other charities or Institutions of a Public Character (IPCs) approved under the Charities Act.
- 17.3 A Certificate of Dissolution shall be given within seven days of the dissolution to the Registrar of Societies and the Commissioner of Charities.

~ THE END ~