



CONSTITUTION



SAFRA NATIONAL SERVICE ASSOCIATION

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SAFRA NATIONAL SERVICE ASSOCIATION

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ARTICLE I - NAME AND LOCATION

- 1 The name of the Association shall be 'SAFRA National Service Association', hereinafter called 'The Association'.
- 2 The business address of the Association shall be at 2, Telok Blangah Way, Singapore 098803.
- 3 The crest of the Association shall be the logo of the Association.
- 4 The colour of the Association shall be red.

ARTICLE II – OBJECTS

- 1 To work with Singapore Armed Forces National Service Formation Headquarters in building morale and motivation in operationally ready national servicemen through unit cohesion and esprit de corps.
- 2 To work with Singapore Armed Forces National Service Formation Headquarters in promoting a sense of belonging to the Singapore Armed Forces amongst operationally ready national servicemen.
- 3 To assist the Ministry of Defence and the Singapore Armed Forces in explaining and disseminating new policies.
- 4 To promote a sense of national belonging and pride in being a soldier.
- 5 To strengthen community support for and commitment to national defence.
- 6 To provide and operate sporting, recreational and social facilities and to promote social interaction amongst operationally ready national servicemen through radio broadcast dissemination or other media or means.
- 7 To carry on any trade or business or to own, acquire and take on lease or deal with properties and generally do all acts or things incidental to the attainment of the above objects.

ARTICLE III - MEMBERSHIP

1 Types of Membership

(a) **Ordinary (A) Membership:**

All national servicemen who have completed full-time national service and full-time national servicemen shall be eligible for Ordinary (A) Membership.

Ordinary (A) Members will be converted to Ordinary (B) Members upon completion of their national service liability.

(b) **Ordinary (B) Membership:**

All national servicemen who have completed full-time national service and are no longer liable for national service shall be eligible for Ordinary (B) Membership.

(c) **Associate Membership:**

Subject to such duration and terms as the Management Committee may prescribe for each category here in below from time to time, the following categories of persons are eligible for Associate Membership:

- i) Subject to the provisions under this Article III 1(c), all serving members of the Singapore Armed Forces;
- ii) All volunteers in the SAF Volunteer Corps with at least twelve years of voluntary service thereof;
- iii) All persons who have served creditably in the Singapore Armed Forces, including but not limited to former regular servicemen, as well as other volunteers who have served for at least twelve years in the Singapore Armed Forces;
- iv) All national servicemen who are discharged prior to the completion of fulltime national service but may nevertheless be deemed to have completed the same upon discharge and who will not be subjected to national service obligations thereafter;
- v) Provided always that all serving volunteers in the Singapore Armed Forces who have completed at least one in-camp training but with less than twelve years of voluntary service in the Singapore Armed Forces shall be eligible for Provisional Associate Membership. The Provisional Associate Membership

shall terminate upon the cessation of voluntary service before the completion of twelve years of voluntary service.

(d) **Dependent Membership:**

Wives and any child who is aged five to twenty years of all SAFRA members (except those who are full-time national servicemen) shall be eligible for Dependent Membership. The Dependent Membership shall lapse upon the membership cessation of the SAFRA member who is the spouse or parent of a Dependent Member, or upon the child reaching twenty-one years of age, whichever is earlier and applicable.

(e) **Absent Membership:**

Any member leaving Singapore for a continuous period of at least twelve months may apply to be placed on the List of Absent Members. A member shall not ordinarily be placed on the List of Absent Members for a period in excess of three years, at any one time.

(f) **Honorary Membership:**

The Board of Governors of the Association may honour any person to become an Honorary Member of the Association for any period they may deem fit.

(g) **Patron:**

The President of the Republic shall be the Patron of the Association.

2 **Special Proviso**

(a) All members of the Association, having been conferred and/or shall be conferred Life Membership, being persons who have completed full-time national service and who have been subscribing members of the Association for a cumulative period of twenty years on or before 31 March 2005, shall enjoy a waiver of annual subscription fees as well as all the privileges and benefits of an Ordinary (A) Member, except for the right to vote at General Meetings.

(b) No persons shall qualify to be admitted as Life Member of the Association after 31 March 2005.

(c) Ordinary (A) and (B) Members who are eligible to be admitted as Life Members of the Association on or before 31 March 2005 shall be informed in writing by

the Association accordingly. They shall then exercise the option to accept the offer to be admitted as Life Members, where such exercise shall be irrevocable.

3 Procedure

- (a) Persons wishing to be members shall submit to the Association an application in writing in the prescribed form.
- (b) Appointment of Honorary Members shall be done in writing by the Board of Governors.
- (c) Members shall be issued with a membership card in the prescribed form.
- (d) Members wishing to be placed on the List of Absent Members shall give notice in writing, with proof, at least one month prior to departure, provided all subscription arrears have been paid. Acceptance of any application for an extension of the listed period of absence, upon its expiry, shall be subject to the discretion of the Association.

4 Privileges of Membership

- (a) Ordinary (A) Members who have completed full-time national service shall:
 - i) have the right to speak and vote at the General Meetings of the Association;
 - ii) have the use of the facilities of the Association in accordance with the rules laid down by the Management Committee;
 - iii) have the right to participate in all the activities of the Association and enjoy such other privileges as may be conferred by the Management Committee.
- (b) Ordinary (A) Members who are full-time national servicemen, Ordinary (B), Associate, Dependent and Honorary Members shall have all the privileges and benefits of Ordinary (A) Members who have completed full-time national service, except for the right to vote at General Meetings.

Provided always that the Management Committee may determine and/or amend such privileges and benefits as may be applied for each type of membership and/or each category of eligible persons thereof respectively as it may deem appropriate from time to time.

- (c) Absent Members shall have all their privileges and benefits of membership withdrawn for the listed period of absence.

5 Obligations of Members

Members shall abide by the Constitution and Standing Orders and not act in any way inconsistent with the Constitution or any Standing Orders of the Association.

6 Resignation and Termination

- (a) Any member who so desires can resign by giving notice in writing to the Association but shall continue to be liable for any subscription unpaid at the time of resignation.
- (b) In the event that any member fails to pay such subscription as is payable and reminder notice has been given at his address, the Association may withdraw the privileges and benefits of membership or terminate the membership, at its absolute discretion.

ARTICLE IV - BOARD OF GOVERNORS

1 Composition

The Board of Governors, hereinafter called 'The Board', shall consist of:

- (a) the Minister for Defence or such person appointed by the Minister for Defence as Chairman;
- (b) not less than seven other persons appointed as members of the Board for specified periods by the Minister for Defence.

2 Functions

The Board shall:

- (a) be responsible for laying down the policies of the Association, consistent with the 'Objects' of the Association;
- (b) control the properties and finances of the Association.

3 Powers

The Board of Governors shall have power to:

- (a) appoint not less than ten members of the Management Committee;
- (b) dismiss or accept the resignation of any member of the Management Committee or a Special Committee and appoint members to fill any vacancy caused by dismissal or resignation. Such appointed members shall hold office for the period during which the person in whose place they have been appointed would have held office. Appointed members shall have the right to vote;
- (c) approve with or without amendment the Annual Estimates of Income and Expenditure of the Association;
- (d) exercise direct control over the Management Committee and ultimate control over all other Committees of the Association;
- (e) employ, promote and dismiss servants of the Association and to delegate such of its powers and duties to the Chief Executive Officer or his nominated representative;
- (f) co-opt members to attend its meetings. Such members may take part in the discussion, but shall not have the right to vote;
- (g) appoint from among its members an Acting Chairman, when its Chairman is likely to be absent for a considerable length of time;

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- (h) negotiate and/or enter into an agreement with other associations, clubs, corporations, organisations or companies and to make payments out of the funds of the Association in respect thereof and to delegate such of its powers and duties to the Chief Executive Officer;
 - (i) take such disciplinary action against any member who has acted in a manner derogatory to the Association, or who has violated any of the Articles of the Constitution and Standing Orders of the Association, as provided for in Article XIII;
 - (j) appoint, engage or employ an Executive Director, Chief Executive Officer and/or such other full-time personnel for the Association;
 - (k) give a decision upon any matter not provided for in this Constitution.

4 Meetings of the Board of Governors

- (a) The Board may meet as often as the Chairman of the Board deems necessary.
- (b) The General Secretary shall give seven days' notice of such meetings unless the urgency of the Agenda requires shorter notice.
- (c) A simple majority of members of the Board shall constitute a quorum.
- (d) The Chairman or the Acting Chairman of the Board shall take the Chair at all meetings of the Board. If both are absent, one of the other members of the Board shall be elected to the Chair.

ARTICLE V - MANAGEMENT COMMITTEE

1 Composition

The Management Committee shall consist of the following:

- (a) the President who shall be Chairman;
- (b) the Deputy President and/or up to two Vice-Presidents;

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- (c) the General Secretary;
 - (d) not less than ten Committee Members.

2 Method of Appointment

All members of the Management Committee shall be appointed by the Board of Governors.

3 Tenure

The Board shall decide the tenure of appointment of members who are appointed by the Board to the Management Committee.

4 Functions

The Management Committee shall:

- (a) be responsible for carrying out the policies of the Association as laid down by the Board of Governors;
- (b) be responsible for the day-to-day management of Association activities through the Executive Committees;
- (c) be responsible for the proper maintenance of the properties of the Association through the Executive Committees;
- (d) publish:
 - i) an Annual Report of the activities of the Association;
 - ii) any other publications which the Management Committee deems necessary;
- (e) submit for the approval of the Board of Governors the Annual Estimates of the Income and Expenditure;
- (f) seek the approval of the Board of Governors for all expenditure for which funds have not been provided for in the Annual Estimates;

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- (g) review, approve and sign the Statement of Income and Expenditure and Balance Sheet at the end of each financial year for and on behalf of the Board of Governors;

5 Powers

The Management Committee shall have power to:

- (a) exercise control, subject to Article IV Section 3(d), over all the other Committees of the Association;
- (b) make from time to time certain Standing Orders for the proper administration of the Association and its facilities and conducting of its activities, not inconsistent with this Constitution, and to amend or rescind them;
- (c) accept or reject applications for Ordinary (A), Ordinary (B), Associate, Dependent and Absent Membership;
- (d) give a provisional decision upon any matter that may arise, provision for which is not found in the Constitution. Such decisions shall be subject to ratification or revision by the Board of Governors and if such ratification or revision is not given within three months, the decision shall be null and void;
- (e) co-opt members to be present at its meeting and to participate in its deliberations. Such members shall not have the right to vote;
- (f) accept the resignation of any member of a Special Committee of the Association appointed by it and to fill the vacancy thus arising;
- (g) approve applications for the use of the Association's facilities and properties provided that such use is not in conflict with the 'Objects' of the Association.
- (h) establish branches to further any of the 'Objects' of the Association, with such constitution, rules, regulations and by-laws as shall not be inconsistent with this Constitution.

6 Meetings

- (a) The Management Committee may meet as often as it deems necessary but shall meet at least once in six months.
- (b) The General Secretary shall give at least three days' notice of such meetings unless the urgency of the Agenda requires shorter notice.
- (c) Meetings of the Management Committee shall be convened by the General Secretary at the request of the President or four members of the Management Committee.
- (d) A simple majority of members shall constitute a quorum.
- (e) The President, or in his absence, the Deputy President, or in the latter's absence, the Vice-President or one of the Vice-Presidents, as the case may be, shall preside at meetings of the Management Committee. In the absence of the President, as well as the Deputy President and/or the Vice-President(s) (as the case may be), one of the members present other than the General Secretary shall be elected to the Chair.
- (f) The General Secretary shall keep the minutes of all Management Committee meetings and shall submit them for adoption at the next meeting.

ARTICLE VI - DUTIES AND POWERS OF OFFICERS

1 The President

- (a) The President shall be responsible to the general body and the Board of Governors of the Association for the proper and efficient running of the Association in dealing with other associations or bodies in Singapore.
- (b) The President shall be the Chairman of the Management Committee.

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- (c) The President, or any person officiating as Chairman, shall have a casting vote at meetings of the Management Committee at which he presides.

2 The Deputy President and/or Vice-President(s)

The Deputy President and/or Vice-President(s) shall assist the President in the discharge of the duties and responsibilities of the President. The Deputy President, and in his absence, the Vice-President(s), as the case may be, shall discharge the duties and responsibilities of the President in the latter's absence.

3 The General Secretary

The General Secretary shall be responsible for:

- (a) the proper maintenance of all records, except financial records, of the Association including the preparation of reports, agenda and minutes of all meetings;
- (b) convening all meetings of the Association, the Board of Governors and the Management Committee;
- (c) dealing with correspondence connected with the Association;
- (d) submitting at Management Committee meetings any matter for discussion received from members of the Association;
- (e) maintaining proper inventories of all properties belonging to or permitted to be used by the Association;
- (f) preparing and submitting on behalf of the outgoing Management Committee the Annual Report of the Association at the Annual General Meeting;
- (g) performing any other duties as directed by the Chairman of the Board of Governors or the Management Committee.



4 The Committee Members

The Committee Members shall assist in:

- (a) formulating strategic and corporate policies consistent with the 'Objects' of the Association such as may be deemed necessary by the Management Committee;
- (b) performing any other duties as directed by the Chairman of the Board of Governors or the Management Committee.

ARTICLE VII - SPECIAL COMMITTEES

Special Committees may be appointed from time to time by the Board of Governors or the Management Committee with such powers and duties as they may determine.

ARTICLE VIII - EXECUTIVE COMMITTEE

1 Composition

There shall be a separate Executive Committee at each club. They shall consist of the following:

- (a) a Committee Member of the Management Committee who shall be the Chairman;
- (b) Vice-Chairman;
- (c) Secretary;
- (d) Treasurer;
- (e) four Committee Members

2 Method of Appointment

All members of the Executive Committee shall be appointed by the President of the Management Committee.

3 Tenure

The President of the Management Committee shall decide the tenure of appointment of the members.





4 Functions

The Executive Committee shall:

- (a) be responsible for tactical and operational matters for the effective running of the club;
- (b) be responsible for the day-to-day management;
- (c) formulate annual workplans for approval by the Management Committee;
- (d) be responsible for planning and organising sporting, cultural, social and educational activities, as directed by the Management Committee;
- (e) maintain recreational and other facilities for the recreation of members;
- (f) seek the approval of the Management Committee for all expenditure for which funds have not been provided for in the Annual Estimates;
- (g) form sub-committees consisting of its own members or co-opt members to deal with any matters contained under Section 4;
- (h) be accountable to the Management Committee.

5 Powers

The Executive Committee shall have power to:

- (a) exercise control over all the other sub-committees of the Association;
- (b) recommend to the Management Committee to make, amend or rescind certain Standing Orders from time to time for the proper administration of the club and its facilities and the conduct of its activities consistent with the Constitution;
- (c) give a provisional decision upon any matter that may arise, provision for which is not found in the Constitution. Such decisions shall be subject to ratification or revision by the Management Committee and if such ratification or revision is not given within three months, the decision shall be null and void;



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- (d) approve applications for the use of the club facilities and properties provided that such use is not in conflict with the 'Objects' of the Association;
 - (e) take disciplinary action against members of the Association as provided in the Constitution and keeping the Management Committee informed.

6 Meetings

- (a) The Executive Committee may meet as often as it deems necessary but shall meet at least once a month.
- (b) The Secretary shall give at least three days' notice of such meetings unless the urgency of the Agenda requires shorter notice.
- (c) A simple majority of members of the Committee shall constitute a quorum.
- (d) Meetings shall be convened by the Secretary at the request of the Chairman of the Executive Committee or five members of the Executive Committee.
- (e) The Chairman, or in his absence, the Vice-Chairman, shall preside at the meetings of the Executive Committee. In the absence of both the Chairman and the Vice-Chairman, one of the members present other than the Secretary shall be elected to the Chair.
- (f) The Secretary shall keep the minutes of all Executive Committee meetings and shall submit for adoption at the next meeting.

7 Duties and Powers of Officers

(a) The Chairman

- i) The Chairman shall be responsible to the Management Committee for the proper and efficient running of the club in all respects.
- ii) The Chairman, or any person officiating as Chairman, shall have a casting vote at meetings of the Executive Committee at which he presides.

(b) **The Vice-Chairman**

The Vice-Chairman shall assist the Chairman and shall discharge the duties and responsibilities of the Chairman in the latter's absence.

(c) **The Secretary**

The Secretary shall be responsible for:

- i) the proper maintenance of all records, except the financial records of the club including the preparation of reports, agenda and minutes of all meetings;
- ii) convening all Executive Committee meetings;
- iii) submitting at Executive Committee meetings any matter for discussion received from members of the Association.

(d) **The Treasurer**

The Treasurer shall be responsible for:

- i) conducting half-yearly budget reviews for the information of the Management Committee;
- ii) recommending to the Management Committee the annual club budget after consultation with the senior management staff of the Association.

(e) **The Four Committee Members**

The four Committee Members shall assist in:

- i) the day-to-day management of the club;
- ii) planning and organising activities as directed by the Management Committee.

ARTICLE IX - FINANCE

1 The Financial Year shall be the period from the first day of April to the last day of March of the following year.

2 Subscription

- (a) All Ordinary (A), Ordinary (B), Associate and Dependent Members of the Association, and/or any category of members thereof, shall pay such annual subscription rates respectively as may be determined by the Board of Governors or by the Management Committee from time to time.
- (b) Honorary Members shall not be required to pay any subscription.
- (c) Absent Members shall not be required to pay any subscription for the listed period of absence. The membership term shall be extended by the Association in respect of any subscription received for the listed period of absence.
- (d) Subject to acceptance, any member who provides written notice with proof of his absence, within three months on returning to Singapore, shall pay half the subscription ordinarily payable for the period of absence, or such rate as determined by the Association.
- (e) Subscription of members shall be deducted at the Singapore Armed Forces Pay Office through deductions from allowances paid for In-Camp Training, Individual Physical Proficiency Test or through salary deductions. Members who are working in the civil service shall have their subscription fees deducted through the Central Pay Office. If members do not fall into any of the categories mentioned, they shall make payment through GIRO, by cash, cheque, postal order or any other authorised modes.
- (f) Any member whose membership has been suspended on disciplinary grounds as provided for in Article XIII shall continue to bear the subscription fees and any other fees payable in respect of membership during the period of suspension, notwithstanding the suspension.

3 Association Funds

The funds of the Association shall be derived from subscriptions from members, subsidies from the Government, private donations and fees paid by members and others for the use of the club facilities.

4 Control of Association's Finances

- (a) The control of the Association's finances is vested with the Board of Governors who may authorise expenditure/invest the Association's funds/borrow or raise or secure the payment of money in such manner as they deem fit.
- (b) All items of expenditure, except those for incidental expenses for which payment by cash may be permitted from the Petty Cash Imprest, shall be paid by cheque or any other authorised modes.
- (c) All cheques drawn on the account of the Association shall be signed jointly by the President or his nominated representative and the Chief Executive Officer or his nominated representative.

5 Banking Facilities

- (a) The Association shall maintain one or more banking accounts as the Management Committee may decide. The administration and accounting of the Association accounts shall be undertaken by the Chief Executive Officer or his nominated representative.
- (b) The President or his nominated representative and the Chief Executive Officer or his nominated representative, acting jointly, shall be authorised to apply to any financial institutions on behalf of the Association for the opening of accounts thereof, or the procurement of any banking and/or credit facilities thereof, including but not limited to the issuance of banker's guarantees, letters of credit and/or performance bonds, or to instruct or direct any financial institutions on behalf of the Association to transfer the Association's funds, or to issue any other instructions whatsoever in relation to the Association's finances.

6 Audit

- (a) A public accounting firm shall be appointed as external auditors by the Chairman of the Board of Governors.
- (b) The external auditors shall audit the accounts at the end of the financial year and submit a report to the Board of Governors and the Annual General Meeting. The auditors may from time to time audit the accounts of the Association as they may deem necessary or if so directed by the Chairman of the Board of Governors.
- (c) The Audited Financial Statements at the end of the financial year shall be signed by the President or his nominated representative on the Management Committee and the General Secretary or his nominated representative on the Management Committee for and on behalf of the Board of Governors.

ARTICLE X - TRUSTEES

1 If the Association at any time acquire any movable and immovable property, such property shall be vested in trustees subject to a declaration of trust. The trustees of the Association shall be by virtue of their appointment as Permanent Secretary of the Ministry of Defence and the Chief of Defence Force and/or such other persons, as the Board of Governors may approve. They shall cease to be trustees when they relinquish their official positions as aforesaid. Their respective successors in their official positions shall assume the position as trustees of the Association.

2 In addition to 1, the office of the trustee shall be vacated:

- (a) if the trustee dies or becomes a lunatic or of unsound mind;
- (b) if he moves permanently or is absent from the Republic of Singapore for a period of more than a 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.

Any vacancies in the trusteeship may be filled by an appointment made by the Board of Governors, but the number shall not be greater than four and not less than two.

3 The addresses of immovable properties, names of trustees and any subsequent change must be notified to the Registrar of Societies.

ARTICLE XI - MEETINGS

1 General Meetings of the Association shall be convened by the General Secretary and may be held or conducted, whether wholly or partly, by electronic means such as video-conferencing or other electronic means of communications. This shall refer to:

- (a) Annual General Meetings; and
- (b) Extraordinary General Meetings.

2 The Annual General Meeting shall be held at least six months from the end of each financial year, and in any event, not later than the end of the following financial year. The Agenda shall consist of the following:

- (a) Address by the President;
- (b) Adoption of the minutes of the previous Annual General Meeting;
- (c) Adoption of the Annual Report;
- (d) Adoption of the Audited Financial Statements for the previous year;
- (e) Any other matter of which notice in writing has been given to the General Secretary at least seven days before the meeting.

3 Members of the Association shall be notified of the date of the Annual General Meeting and the Agenda for the same in the newsletter and/or newspapers at least two weeks prior to the meeting in the case of an Annual General Meeting, and at least seven days prior to the meeting in the case of an Extraordinary General Meeting. Provided always that such aforesaid notice may also be given by electronic means where the meeting is to be convened, held or conducted electronically as follows:

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- (a) be sent by electronic mail to each member who has notified the Association of his electronic mail address;
 - (b) be published on the website of the Association (if available);
 - (c) contains a Proxy Form to be completed and submitted by a member who is eligible to vote at the meeting.

4 Where a General Meeting is convened, held or conducted by electronic means, a member of the Association may attend the same by observing and listening to the proceedings of the meeting by electronic means in the manner as may be prescribed by the Association, if access to both an audio and audio-visual broadcast is provided to the member.

5 Where a General Meeting is convened, held or conducted by electronic means, a member of the Association who wishes to be heard at the meeting and/or to raise any matter at the said meeting (where permitted under this Article) shall give written notice of the same by hand, by registered post, or by electronic mail to the Association (as may be practicable), which notice must be received by the Association at least seven days prior to the meeting in the case of an Annual General Meeting, or within such reasonable time prior to the meeting as the General Secretary may stipulate in any other case, and such matter as notified shall be responded to by the Association at or before the meeting by electronic means.

6 An Extraordinary General Meeting of the Association shall be convened by the General Secretary:

- (a) on the instruction of the Board of Governors; or
- (b) on the instruction of the Management Committee; or
- (c) on the written application to the General Secretary of at least one-quarter of the members of the Association who are entitled to vote together with a written statement of the object for which the meeting is desired.

Provided always that only the matter for which such an Extraordinary General Meeting is called shall be on the Agenda for the same.

7 Quorum

Four hundred members of the Association present and voting shall form a quorum for any General Meeting. In the event of there being no quorum, the meeting shall be adjourned for half an hour and should the number present be insufficient to form a quorum, those present shall be considered a quorum.

- (a) Provided always that a quorum may be formed by members personally or electronically present;
- (b) Provided further that where a General Meeting is convened, held or conducted by electronic means, a member of the Association who is eligible to vote at the meeting is deemed to be present thereat if the member has appointed the General Secretary or, in his absence for whatever reason, the Chairman of the meeting, as his proxy to attend, speak and vote at the said meeting, and the fulfilment of the aforementioned quorum requirements is to be determined by the number of valid proxies received by the Association from members who are eligible to vote at the meeting forty-eight hours prior to the commencement of the same;
- (c) For the avoidance of doubt, a member of the Association is deemed to be electronically present at the General Meeting convened, held or conducted by electronic means if he:
 - (i) attends the meeting by electronic means as prescribed under this Article;
 - (ii) is verified by the Association as attending the meeting as prescribed under this Article; and
 - (iii) is acknowledged by electronic means by the Association as present at the meeting.
- (d) The Association may stipulate a deadline for members to pre-register their intention to attend a General Meeting convened, held or conducted by electronic means and/or to submit duly completed Proxy Forms for purposes of attending the same where the members are eligible to vote thereat which deadline shall not be less than forty-eight hours prior to the commencement of the meeting.

8 The President, or in his absence, the Deputy President, or in the latter's absence, one of the Vice-Presidents of the Management Committee, as the case may be, shall take the Chair at all General Meetings of the Association. When the President, as well as the Deputy President and/or the two Vice-Presidents (as the case may be) are absent, one of the other members of the Management Committee present shall be elected to the Chair.

9 Voting

- (a) Save as provided otherwise under this Article, voting at all General Meetings shall normally be by ballot.
- (b) Only Ordinary (A) Members who have completed full-time national service present at the General Meeting shall be eligible to vote.
- (c) All resolutions at General Meetings of the Association shall be passed by a simple majority vote of those members present and voting.
- (d) Where a General Meeting is convened, held or conducted by electronic means, a member of the Association may only vote at the same by completing a prescribed Proxy Form to appoint the General Secretary or, in his absence for whatever reason, the Chairman of the meeting, as his proxy to vote at the same or any adjournment or postponement of the same on his behalf. Such Proxy Forms may be deposited with the Association by hand, by registered post, or by electronic mail to an electronic mail address stated in the notice of the meeting, which must be received by the Association not less than forty-eight hours prior to the commencement of the meeting.

10 Meetings of the Board of Governors, the Management Committee and/or the Executive Committee respectively, as the case may be, may be convened, held or conducted by personal attendance or by such other alternative arrangements as may be determined to be appropriate and expedient by the Chairman of the Board of Governors, the President of the Management Committee or the Chairman of the Executive Committee respectively, as the case may be, including but not limited to video or tele-conference or other telephonic or electronic means or communications as long as all participants who are entitled to attend the said meeting/s are able to hear one another.

11 All matters to be decided at such meeting/s convened, held or conducted pursuant to Clause 10 of this Article shall be decided by a simple majority of votes of all participants who are entitled to be present and to vote at such meeting/s. Voting at the said meetings may be undertaken by electronic means.

12 Without prejudice to the generality of this Article, the following persons:

- (a) the Chairman of the Board of Governors; and
- (b) the President of the Management Committee; or
- (c) the Chairman of the Executive Committee, respectively, as the case may be, may decide, where appropriate and expedient, to have any decision to be made on any matter at its meetings to be made instead by way of a circular resolution approving the matters set out therein.

Such circular resolutions must be duly signed by a simple majority of all participants entitled to be present and to vote at such meetings and the same shall be effective as if passed at a properly convened, held or conducted meeting pursuant to Clause 10 of this Article. The mode of circulation of the aforesaid circular resolution may be by electronic means.

13 The Board of Governors shall have the power, where it is appropriate and expedient so to do, to prescribe such procedural rules as may be applicable to the convening, holding or conducting of meetings of the Board of Governors, the Management Committee and/or the Executive Committees, as the case may be, including but not limited to deferring the same as may be appropriate, aside from or notwithstanding those already prescribed under this Constitution.

14 The decision of the Board of Governors, the Chairman of the Board of Governors, the President of the Management Committee and/or the Chairman of the Executive Committee respectively on what is deemed to be appropriate and expedient as referred to under this Article shall be made in its sole discretion and shall be final.

ARTICLE XII - AMENDMENTS TO THE CONSTITUTION

1 Any amendments to the Constitution may be proposed and debated at the Annual General Meeting.

2 The General Secretary shall be informed of the proposed amendments to the Constitution at least ten days before the Annual General Meeting.

3 Only a proposed amendment to the Constitution which has been agreed to by at least half of the members present and voting at a General Meeting shall be presented to the Board of Governors.

4 An amendment to the Constitution may also be made by the Management Committee or Board of Governors at any of its meetings by a majority vote of all members of the Management Committee or Board of Governors, respectively.

5 An amendment proposed and agreed to in the manner stated in paragraphs 1, 2 and 3 of this Article or an amendment made by the Management Committee in accordance with paragraph 4 of this Article, shall not be enforced unless it is agreed to by the Board of Governors and approved by the Registrar of Societies.

ARTICLE XIII - DISCIPLINE

1 Disciplinary Action

- (a) All members shall be bound by the Articles of the Constitution and by such Standing Orders as may be made from time to time by the Management Committee.
- (b) Disciplinary action of any one of the following forms may be taken against any member acting in a way derogatory to the Association or in any way violating any of the Articles of the Constitution or its Standing Orders:
 - i) suspension of any or all the privileges of membership for a period not exceeding one year;
 - ii) expulsion from the Association.
- (c) Notwithstanding the suspension, the suspended member shall continue to bear all subscription fees and any other fees payable in respect of membership in accordance with Article IX Clause 2(f) during the period of suspension, failing which the membership may be terminated, as provided for in Article III Clause 6(b).

ARTICLE XIV - INTERPRETATION AND STATEMENTS

1 Interpretation of the Constitution and Standing Orders

- (a) The Board of Governors shall be the sole authority for the interpretation of this Constitution. The Management Committee shall be the sole authority for the interpretation of Standing Orders. The decision of the Board of Governors or the Management Committee upon any question of interpretation shall be final and binding on the members.
- (b) The decision of the Board of Governors upon any matter affecting the Association and not provided for by this Constitution or by Standing Orders shall similarly be final and binding on the members.
- (c) All reference to the Association in this Constitution shall unless repugnant to the context or meaning thereof, be deemed to include a reference to any branch of the Association.

2 Statements to the Press

All press releases related to the Association shall be made by the Chief Executive Officer or his nominated representative.

ARTICLE XV - PROHIBITIONS

1 The introduction of materials for smoking and taking whether orally or otherwise of any deleterious drugs and of undesirable characters into the Association premises is prohibited.

2 The funds of the Association shall not be used to pay the fines of members who have been convicted in court.

3 The Association shall not attempt to restrict or in any other matter interfere with trade or prices or engage in any trade union activities as defined in the Trade Unions Act (Cap. 333).

4 The Association shall not indulge in any political activities or allow its funds and/or premises to be used for political purposes or any other purposes incompatible with the 'Objects' of the Association.

ARTICLE XVI - DISSOLUTION

1 The Association may be dissolved if the Board of Governors so decide.

2 In the event of the Association being dissolved as provided above,

- (a) subject to paragraph 2(b) of this Article, all the liabilities legally incurred by or on behalf of the Association shall be fully discharged and the remaining funds or proceeds of the disposal of the properties belonging to the Association shall be disposed of in accordance with any decisions taken by the Board of Governors; and
- (b) any funds accruing to the Association from the operation of fruit machines at the time of cessation of the operation of the said fruit machines must be donated to a charitable organisation or otherwise disposed of in a manner approved by the relevant authorities.

3 Notice of dissolution of the Association shall be given to the Registrar of Societies within seven days of the dissolution.

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	November	1998
	October	1999
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