

CONSTITUTION OF THE SINGAPORE POWER BOAT ASSOCIATION

1. Name

This Association shall be called the 'Singapore Power Boat Association'.

2. Place of Business

The place of business of the Singapore Power Boat Association shall be at
390 Victoria Street, #03-38 Golden Landmark Shopping Complex, Singapore 188061
or at any other place as decided by the Management Committee from time to time subject to the approval of the Registrar of Societies.

3. Definitions

In this CONSTITUTION, unless there be something in the subject or context inconsistent therewith:

'Association' shall mean 'Singapore Power Boat Association' abbreviation of which shall be the S.P.B.A.

'The Committee' shall mean the 12 members for the time being Executive Committee hereby constituted.

'In Writing' shall mean written or partly written and partly printed or typed including emails.

'Month' shall mean calendar month.

'Hold Office' shall mean to serve the Committee.

'Corporate Member' shall be defined as any legally constituted firm or entity both corporate or incorporate.

Words importing the singular number only include the plural number and vice versa.

Words importing the masculine gender include the feminine gender.

Words importing persons include corporations.

4. Objectives

The objectives for which the Association is established are:

- (i) To work closely with the MPA and other relevant authorities to promote safe boating in Singapore.
- (ii) To set safety guidelines for pleasure boating.
- (iii) To promote the sport of pleasure boating.

5. Membership

The Association shall consist of members classified as follows;

(i) Corporate Member

(ii) Ordinary Member

(iii) Junior Member

An applicant for Ordinary member shall be at least 21 years of age otherwise they will be a junior member. Approval shall be given by the applicant's parent or guardian if under 18 years

The Committee shall have the power to restrict the number of members of any or all classes but such restriction will not discriminate pursuant to the laws of Singapore.

A new member shall be proposed and seconded by an existing member respectively and the application shall be tabled for approval at any committee meeting and upon approval shall be entitled to all the privileges of a member.

All members shall be entitled to a copy of the Association's Constitution together with any Bye-Laws and Rules and Regulations.

Corporate Members

Qualified legal entities or organisations, resident in Singapore may be elected Corporate Members of the Association, provided that the Committee may at its sole discretion elect as Corporate Members non-resident entities or organisations who have a place of business in Singapore. Each Corporate Member shall be entitled to nominate in writing five individuals engaged or employed by the Corporate Member as nominees or approval by the Committee at its sole discretion and upon approval any two of the nominees shall be entitled to represent the Corporate Member at any one time at any general meeting of the Association.

A Corporate Member shall be entitled to one vote at any General Meeting of the Association and executed through any one of its nominees entitled to represent it.

Ordinary Members

Qualified individuals, may be elected Ordinary Members of the Association, provided that the Committee may at its sole discretion elect as Ordinary Members persons who have an alternative residence or place of business in Singapore. An Ordinary Member shall be entitled to one vote at any General Meeting of the Association.

Junior Membership

This is to allow persons to join the club when they are below the age of 21. Junior membership cannot vote as per ROS regulations. A junior must convert to an ordinary member on reaching the age of 21.

Entrance and Annual Subscription Fees

There shall be an Entrance Fee and Annual Subscription Fee applicable to the various categories of members which shall be payable in advance.

The Entrance and Annual Subscription Fees applicable for each category of membership shall be determined from time to time by a simple majority at a committee meeting and shall be payable in such manner as the Committee may determine.

The current Entrance and Annual Subscription fees shall be notified to all members and interested persons on request or in such manner as the Committee may determine.

Privileges of Membership

The members of the Association shall be entitled to all the privileges of membership as stated in the Constitution.

Any member may resign his membership by giving to the Honorary General Secretary notice in writing to the effect, provided that any member giving such notice shall be liable to pay all arrears of Subscription up to and including the current year in which such notice is given.

Any member shall upon ceasing to be a member forfeit all rights and claims which the member would otherwise have been entitled to upon the dissolution of the Association as a member.

If any member is in arrears of any amount due and shall have failed to pay such amount within Thirty one (31) days of written demands, the Committee may remove his name from the Register of Members. Such member shall thereupon cease to be a member and all his rights of membership shall be forfeited. Provided that the Committee may at any time in its discretion restore such member to the Register of Members upon payment of all arrears of amount then due.

6. Executive Committee

The Committee shall consist of the following:

President

Vice President

Hon. Secretary

Asst. Hon. Secretary

Hon. Treasurer

Asst. Hon. Treasurer

and 6 other Committee Members for a combined total of 12

7. Election of the Committee

(i) The members of the Committee shall be elected at the Annual General Meeting of members.

(ii) Voting to the Committee shall be by show of hands.

8. Tenure of Office

(i) The term of office of Committee Members is two years and each Committee Member except the Hon. Treasurer shall be eligible for re-election to hold the same office for a second or third term. Key position holders in the committee & office bearer must be Singaporean.

(ii) The outgoing Committee shall remain in office until the first meeting of the incoming Committee which shall not be later than 14 days following the date of the General Meeting. In this meeting, the 5 years of statutory required documents and access to all other SPBA collaterals, banks statements, emails, passwords, historical records etc will be made available.

9. Duties of the Committee

The Committee shall be the sole authority for the Association and its duties are as follows:

- (i) To execute all matters decided upon at the Annual General Meeting or any other authorised meetings.
- (ii) To plan, resolve and execute all matters which shall be done and suspend actions on all matters which are not advisable to be done.
- (iii) To approve the application of new members.
- (iv) To raise funds for the Association.
- (v) To appoint various sub-committees.
- (vi) To approve budgets for the Committee and the Sub-Committees.
- (vii) To provide rules regulating all power boating competitions and events held in the Republic of Singapore.
- (viii) Not to put the society in debt without the consent of members at the AGM or an EGM
- (ix) To ensure the continuance of ownership and control of the domain registration www.spba.org.sg and the logo
- (x) Not to pass comment, email or publish in any way items that are defamatory, racist, political etc that could put the SPBA in a situation where it may be charged under the Laws of Singapore or have legal action taken against it or individually as a SPBA member.
This also means the conversations in the committee meetings are privileged and minutes published must reflect the above points.
- (xi) To meet the Singapore PDPA requirements to ensure the security and privacy of all members personal data.

10. President

The duties of the President are as follows:

- (i) To preside at all meetings of the Committee,
- (ii) To promote the development of the affairs of the Association internally,
- (iii) To represent the Association in all matters with other external and international organisations.

11. Vice President

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

12. Honorary Secretary

The duties of the Hon. Secretary are as follows:

- (i) To arrange and attend all meetings.
- (ii) To be responsible for the minutes of such meetings.
- (iv) To keep in custody all official records and documents and the register of members for 5 years (as required under the ACT) or longer if possible
- (iv) To prepare the reports of the Association's activities for submission to the Annual General Meeting.
- (v) To supervise all activities of the Association.
- (vi) To attend to all correspondence and to sign and despatch all documents on behalf of the Association.
- (vii) To be The Personal Data Protection Officer or ensure another committee member is that has access to the data.

13. Asst. Honorary Secretary

The duties of the Asst. Hon. Secretary are to assist the Honorary Secretary in all matters.

14. Honorary Treasurer

The duties of the Hon. Treasurer are as follows:

- (i) To keep proper books of accounts and to be responsible for all the funds of the Association.
- (ii) To collect receipts and to make payments as instructed by the Committee.
- (iii) To submit to the Annual General Meeting of Delegates the accounts for the preceding financial year ending 31st December.
- (v) To submit to the Committee the monthly statements of receipts and payments.
- (vi) To deposit in the bank designated by the Association any sum of money exceeding \$200 collected by the Hon. Treasurer.
- (vi) Not to loan out any public funds for whatever purposes.
- (vii) To adhere to the procedures for the signing of cheques and other banking accounts decided by the Committee.
- (viii) Ensure that all cheques shall be jointly signed by the Hon. Treasurer, the President or the Hon. Secretary and affixed with the Association's official chop before they become valid.

15. Asst. Honorary Treasurer

The duties of the Asst. Hon. Treasurer are to assist the Hon. Treasurer in handling the financial matters of the Association and may deputise for the Treasurer during the latter's absence.

16. Vacation of Office of Committee Member

The office of any Committee Member shall be vacated in any one of the following events:

- (i) If he resigns by writing under his hand left at the place of business.
- (ii) If he is absent from three (3) consecutive meetings without leave from the Committee and the Committee resolves that his office be vacated.

17. Casual Vacancy

The Committee shall have the power to fill up vacancies in their body during their term of office. Members will be notified if this happens and who then joins the committee. The position must be voted on at the next AGM.

18. Committee Meetings

- (i) The Committee shall hold meetings as often as necessary, but not less than once in two months. Notice of the meeting shall be served by the Hon. Secretary 7 days in advance. The President or the Vice-President shall be the *de jure* Chairman. In any committee meeting, at least 2 key appointment holders must form part of the quorum, failing which the meeting shall stand adjourned and be reconvened. The quorum of this meeting shall be 50 % of the total membership of the Committee. In the event of no quorum for a Committee Meeting, the meeting shall stand adjourned and be reconvened in one week's time. The president, at his sole discretion, may call for a committee meeting without the required 7 days notice period
- (ii) Resolutions shall be passed by a majority vote. In the event of a tie, the President shall have a casting vote.

19. Annual General Meeting

The supreme authority of the Society is vested in a General Meeting of the members.

- (i) The Annual General Meeting of the Association shall be held not later than March 31 every year upon a date and at a time fixed by the Committee and convened by the Hon. Secretary.
- (ii) To receive and if approved, pass the Annual Report and the Statement of Accounts for the preceding year ending 31 December.
- (iii) To elect office bearers for the coming term.
- (iv) To present and if approved, pass the Annual Budget and estimates for the ensuing term of the Committee.

- (v) To elect auditors for the coming term.
- (vi) To transact any other business of which one week's notice shall have been given to the Secretary.

No other items may be discussed and voted on in the meeting less the agenda items unless the item has a majority vote to be added to the agenda.

- (vii) Two week's notice shall be given to all delegates prior to the Annual General Meeting which shall be presided over by the President. The quorum of the Annual General Meeting shall be one quarter of members. Nomination for the various posts should reach the Hon. Secretary one week before the Annual General Meeting.
- (viii) Should a quorum not be obtained at an Annual General Meeting, the meeting shall be adjourned for half an hour. If a quorum is still not obtained for the meeting so adjourned and reconvened, a quorum shall have been formed with whatever number of members present. But such meetings have no power to make any amendments to the existing Constitution.

20. Extraordinary General Meeting

- (i) Extraordinary General Meetings shall be called by the Hon. Secretary upon the signed requisition of more than one quarter of the members from time to time entitled to vote or by the decision of the Committee. The quorum shall be one quarter of the official representatives.
- (ii) Such meetings shall be held within 7 days of the date of the requisition, any matter brought up at such meetings should be in contravention of the procedure stipulated by the Association. The matter for discussion at the meetings should be stated in the notice.
- (iii) Should a quorum not be obtained at an Extraordinary General Meeting, the meeting shall be adjourned for half an hour. If a quorum is still not obtained for the meeting so adjourned and reconvened, a quorum shall have been formed with whatever number of members present. But such meetings have no power to make amendments to the existing Constitution.

21. Auditor

- (i) Two persons not members of the Committee will be nominated as Hon. Auditors at an AGM to audit each year's account and will hold office for one or two years and cannot be re-elected for consecutive terms. They 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.
- (ii) The Committee shall reserve the right to appoint qualified external auditors to audit all accounts and to present a report to the Committee.

22. Prohibitions

- (i) 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 Society's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- (ii) The funds of the Society shall not be used to pay the fines of members who have been convicted in court of law.
- (iii) The Society 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.
- (iv) The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- (v) The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its office-bearers, Committee or members unless with the prior approval of the relevant authorities.
- (vi) The Society shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities.

23. Amendments

No amendments shall be made to the Constitution of the Association unless passed by the EGM or AGM nor any amendments come into force without the prior sanction of the Registrar of Societies.

24. Bye-Laws

For all purposes not provided for in this Constitution, the Committee shall have the power to frame, rescind or alter Bye-Laws. Notice of such Bye-Laws and any rescission or alteration thereof shall be posted to all members and upon such posting shall become binding on all members but any members may within one month from such posting by notice in writing to the Secretary, require an Extraordinary General Meeting to be held for the purpose of considering or reckoning the same.

25. Dissolution

- (i) An Extraordinary General Meeting of members shall be called if a resolution for the dissolution of the Association is to be introduced. The resolution shall not be carried out without the consent of the three-fifths of the total membership of the Association for the time being resident in Singapore.

- (ii) In the event of the Association being dissolved in accordance with Rule 26(i) all debts and liabilities legally incurred by the Association shall be paid off by the Committee. The remaining funds and any immovable property shall be accounted for by the Committee and shall be donated to any organisation charitable or otherwise to be decided at the Extraordinary General Meeting.
- (ii) The Registrar of Societies shall be notified in writing within 7 days after the dissolution of the Association.

26. Expulsion of member

- (i) A member who contravenes any of the provisions of the ROS Act or the Rules or the by-laws of the SPBA or acts in any way detrimental to the interests of the SPBA may be expelled by a unanimous vote of the Committee present at a meeting or by voting at any general meeting upon a charge of which he is informed in writing by the committee at least one week before the meeting.
- (ii) The SPBA shall provide for a reasonable opportunity to be given to a member to be expelled to show cause why he should not be expelled.

27. Donations.

The club can accept donations but cannot solicit for them and can either publish that as kind support or keep it anonymous if that is the wishes of the donor. There can be no conditions or favour to those donors less items mentioned in the constitution or (bye-laws)

May 2018