

# Sports Boules Singapore



## CONSTITUTION OF SPORTS BOULES SINGAPORE

Registration No> ROS 319/89/SPO dated 13 June 1990  
(Amendments approved 29 Dec 2010)

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# CONSTITUTION OF SPORTS BOULES SINGAPORE

## 1. Name

1.1 The association shall be known as “Sports Boules Singapore”.

## 2. Place of Business

2.1 Its place of business shall be #01-02 Toa Payoh Swimming Complex, 301 Toa Payoh Lorong 6, Singapore 319392 or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies.

## 3. Objects

3.1 Its Objects are:

- (a) To promote the Sports of Petanque and Sports Boules in the Republic of Singapore so as to advance the health of all who play the games.
- (b) To do all things complementary or incidental to attain the above.
- (c) To promote relations and exchanges with similar organisations outside Singapore.
- (c) To develop the knowledge and skill of local Petanque and Sports Boules players to International standard.

## 4. Affiliate Membership

4.1 Affiliate Membership is open to all community centres, residents committees, and any other organized groups in Singapore. Organisations which are granted membership shall be known as “Affiliate”.

4.2 Any organization wishing to join the Federation should submit his organisation’s name on a prescribed form to the Honorary Secretary. The application will be presented to the Executive committee forthcoming meeting for approval. The Committee shall decide whether to approve the organisation’s application. A copy of the constitution of the Federation shall be provided to every approved organization which has paid its first affiliation fee.

4.3 An affiliation fee of S\$50.00 per annum is payable to the Federation in the month of January each year. Payment should be made in organisation’s cheque. New membership should be made in organisation’s cheque within one (1) week upon approval.

- 4.4 The annual affiliation fees may only be varied by a general meeting of the members. Any special subscription for a particular purpose may only be raised from members with the consent of a general meeting of the members.
- 4.5 All members of an affiliate organization shall be entitled to participate in the activities of the Federation but each affiliate shall have one (1) representative and be given one (1) vote at a General Meeting. Voting rights shall be given to affiliates with at least one (1) year of active membership.
- 4.6 Affiliate members who do not pay for their subscription for the year will be deemed as “non members” and have to reapply to be a member subject to the approval of the Executive Committee.

## **5. Individual Membership**

- 5.1 Individual Membership is open to any person residing in Singapore who are interested in the sport of Petanque and/or Sport Boules regardless of sex, race, religion and who ever are above 30 years of age. The Federation shall have an unlimited number of individual members. Individual members shall not have any voting rights.
- 5.2 A person wishing to join the Federation should submit his name on a prescribed form to the Honorary Secretary. All applications shall be approved by the Executive committee at the forthcoming meeting. A copy of the constitution of the Federation shall be provided to every approved applicant who has paid his entrance and subscription fee for the year.
- 5.3 An entrance fee of S\$5.00 is payable within two weeks of election to membership in default of which membership may be cancelled by order of the committee.
- 5.4 An annual subscription of S\$24.00 per annum shall be paid by all members to the Honorary Secretary by January of each year.
- 5.5 Individual members above the age of 60 shall pay only half the entrance fee and monthly subscription.

## **6. Junior Membership**

- 6.1 Junior Membership is open to any person below 18 years old and residing in Singapore who is interested in the sport of Petanque and/or Sport Boules regardless of sex, race and religion. Junior members shall not have any voting rights.
- 6.2 Junior members do not have to pay an entrance fee but shall pay an annual subscription of S\$12.00 per annum.
- 6.3 On attaining the age of 18 years a junior member would be required to apply for an Individual membership.

**7. Youth Membership**

- 7.1 Youth membership is open to any person from 18 years to 30 years residing in Singapore who is interested in the sports of Petanque and/ or sport boules. Youth members shall not have any voting rights.
- 7.2 A youth wishing to join the Federation should submit his name on a prescribed form to the Honorary Secretary. All applications shall be approved by the Executive Committee at the forthcoming meeting. A copy of the constitution of the Federation shall be provided to every approved applicant who has paid his entrance and subscription fee for the year.
- 7.3 An entrance fee of S\$5.00 is payable within two weeks of election to membership in default of which membership may be cancelled by order of the Committee.
- 7.4 An annual subscription of S\$24.00 per annum shall be paid by all members to the Honorary Secretary by January of each year.

**8. Life Membership**

- 8.1 Life membership is open to any person residing in Singapore who is interested in the sports of Petanque and/ or sport boules.
- 8.2 Life members will enjoy similar privileges as Individual Members. However, life members shall not have voting rights.
- 8.3 Life members would be required to pay a one time payment of S\$200.00 within two weeks of election to Life Membership.

**9. Patrons to the Federation**

- 9.1 The Committee as it thinks fit and appropriate may invite individuals to serve as Patrons to the Federation. These patrons shall be entitled to all the privileges of the Federation.

**10. Supreme Authority and General Meetings.**

- 10.1 The supreme authority of the Federation is vested in a general meeting of the members presiding over by the President. At least one quarter of the total affiliate memberships of the Federation present at a general meeting shall form a quorum.
- 10.2 The Annual General Meeting will be held in June each year but election of office bearers will be held once in every two years. At other times an extraordinary general meeting must be call by the President, on the request in writing of one-fifth of the affiliates and this may be called at any time by the order of the committee.

10.3 At least two weeks' notice will be given of an Annual General Meeting and at least ten days' notice of any other general meeting and particulars of its agenda will be given to members four days in advance of the meeting. The following points will be considered at the Annual general Meeting.-

(a) The previous financial year's account and reports of the committee.

(b) The election of office-bearers and Honorary Auditors if applicable.

Any member who wishes to place an item on the agenda of the Annual General Meeting may do so provided he gives notice to the Honorary Secretary ten days before the meeting is due to be held.

10.4 In the event of there being no quorum, 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 alter, amend or make additions to any of the existing rules.

## **11. Management and Committee**

11.1 A committee consisting of the following shall be elected once in every two years at the Annual General Meeting by voting members present:-

- (a) A President
- (b) 1st Vice President
- (c) 2nd Vice President
- (d) An Honorary Secretary
- (e) An Assistant Honorary Secretary
- (f) An Honorary Treasurer
- (g) An Assistant Honorary Treasurer
- (h) Four (4) to Eight (8) Committee Members

11.2 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 affiliates. All offices may be re-elected to the same or related position term after term with the exception of the Honorary Treasurer and Assistant Treasurer who are not eligible for re-election for 2 consecutive terms. Further re-appointment to the position can be considered after a lapse of at least one year.

11.3 A Management Committee Meeting shall be held at least once every three months after 14 days' notice to Committee Members. The President may call a Committee meeting at any time by giving 10 days' notice. At least one quarter of the Committee members must be present for its proceedings to be valid. Any members of the Committee absenting himself for 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.

- 11.4 The duty of the Committee is to organize and supervise the daily activities of the Federation and to make decisions on matters affecting its running when the general meeting is not sitting. It 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.
- 11.5 The Committee has power to authorize the expenditure of a sum not exceeding \$3,000 per month from the Federation's funds for the Federation's purposes.
- 11.6 The majority of the Management Committee should ideally be Singaporeans and preferably, the Management Committee member should not be an immediate family member related by blood or marriage to any other Management Committee Member. (In any event, not more than half of the Committee shall be family members related by blood or marriage.
- 11.7 The Management 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 Management Committee upon his appointment and subsequently as and when they arise.

## **12. Duties of Office-bearers**

- 12.1 The duties of the office-bearers are as follows:-
- (a) The President shall act as chairman at all general and committee meetings. He shall also represent the Federation in its dealings with outside persons.
  - (b) The 1st Vice President shall assist the President and deputize for him in his absence. He shall assist the Federation in promotion of Petanque and/or sport boules in the National and International level. He shall be in charge of publicity concerning the sport of petanque and sport boules in Singapore and overseas.
  - (c) The 2nd Vice President shall assist in the promotion of Petanque to the youth in the schools and community clubs and any organized groups. He shall assist the President and shall deputise for the President and 1st Vice President in their absence. He shall be in charge of youth development programme and oversees the training of youth.
  - (d) The Honorary Secretary shall keep all records except financial, of the Federation and shall be responsible for their correctness. He will keep minutes of all general and committee meetings. He shall maintain an up-to-date register of members at all times.
  - (e) The Assistant Honorary Secretary shall assist the Secretary in his duties.
  - (f) The Honorary Treasurer shall keep all funds and collect and disburse all money on behalf of the Federation and shall keep an account of all monetary transaction and shall be responsible for their correctness. He is authorized to expend up to \$200.00 per month for petty expenses on behalf of the Federation. He will not keep more than \$100.00 in the form of cash and money in excess of this will be deposited in bank to be

named by the Committee. Cheques, etc. for withdrawals from the bank will be signed by the President or Secretary in addition to the Treasurer.

- (g) The assistant Honorary Treasurer shall assist the Treasurer in his duties.
- (h) The ordinary committee members shall assist in the general administration of the Federation and perform any duties assigned by the committee.

### **13. Audit and Financial Year**

- 13.1 Two voting members not members of the committee will be elected as Honorary Auditors at the alternate Annual General Meeting and will hold office for a term of two years only and shall not be re-elected for consecutive terms. They will be required to audit each financial year's accounts and present a report of the Accounts at the Annual General Meeting. They may be required by the President to audit the Federation's accounts for any period within their tenure of office at any date and make a report to the committee.
- 13.2 The Financial year shall be from 1st April to 31st March of each year.

### **14. Prohibitions**

- 14.1 Gambling of any kind and the playing of paikow or mahjong, whether for stakes or not, is forbidden on the Federation's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- 14.2 The funds of the Federation shall not be used to pay the fines of members who have been convicted in court.
- 14.3 The Federation shall not engaged in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.
- 14.4 The Federation shall not attempt to restrict or interfere with trade or make directly or indirectly any recommendation to, any arrangement with its member 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 services to be supplied by them.
- 14.5 The Federation shall not hold any lottery, whether confined to its members or not, in the name of the Federation or its office-bearers, Committee or members.
- 14.6 The Federation shall not indulge in any political activity or allow its fund and/ or premises to be used for political purposes.
- 14.7 The Federation shall not raise funds from the public for whatever purpose without the prior approval in writing of the Registrar of Societies and other relevant authorities.

**15. Amendments to Rules**

15.1 The Federation shall not amend its Constitution without the prior approval in writing of the Registrar of Societies and the Commissioner of Charities. No alterations or additions/deletions 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.

**16. Interpretation**

16.1 In the event of any question or matter arising out of any point which is not expressly provided for in the rules, the Committee shall have power to use their own discretion. The decision of the Committee shall be final unless it is reversed at a general meeting of members.

**17. Dissolution**

17.1 The Federation shall not be dissolved, except with the consent of not less than 3/5 of the members of the Federation 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 Federation being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Federation shall be fully discharged, and the remaining funds shall be distributed to other charities or Institutions of a Public Character (IPCs) approved under the Charities Act.

17.3 Certificate of dissolution shall be given within seven days of the dissolution to the Registrar of Societies and the Commissioner of Charities.

Certified Correct

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Anthony Peter Ho  
President

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Lee Weng Fong  
Hon. Secretary



ROS 319/89SPO last proposed at EOGM of 9 March 2003/Approved by ROS on 11 April 2003.