

SINGAPORE ATHLETIC ASSOCIATION CONSTITUTION

Rule 1 DEFINITIONS

Words in these rules and all other matter importing the masculine gender shall include the feminine, words in the singular include the plural and words in the plural include the singular. The under-mentioned words or letters shall have the meaning set opposite to them.

- a) Athletics : Track and field athletics, Cross-Country, Road Running and Race Walking
- b) The Association or SAA : "Association" or "SAA" means Singapore Athletic Association
- c) Constitution : "Constitution" means this Constitution, together with accompanying rules, regulations and/or bye-laws which may be implemented and or amended by the Association from time to time and such other laws as may be adopted by the Association, including the rules and regulations laid down by the International Association of Athletics Federations ("IAAF").
- d) General Meetings : "General Meetings" means an Annual General Meeting or an Extraordinary General Meeting
- e) Member or Members : "Member" or "Members" means an Affiliated Member, Honorary Member, Honorary Individual Member, Honorary Life President and Honorary Life Vice-President
- f) Special Development Fund : A Fund in which the capital of the Association is invested for the purpose of developing Athletics in SINGAPORE. The interest earned from such investment shall be utilized by the Association for effecting improvements to and promoting Athletics in general.

Rule 2 TITLE

The Association shall be called "SINGAPORE ATHLETIC ASSOCIATION".

Rule 3 OBJECTIVES

The Objectives of the Association shall be:

- a) To advance, promote, organize, control and safeguard Athletics in all its aspects.
- b) To promote, arrange and assist Athletic competitions and championships for the benefit of Affiliated Members and foreign teams desirous of visiting the REPUBLIC OF SINGAPORE, to utilize the funds of the Association for such purpose and to promote Athletics in general.

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- c) To affiliate with the International Association of Athletics Federations, the Asian Athletics Association, the Singapore National Olympic Council, and to associate with any other body or bodies, whose objects are similar to those of the Association.
- d) To obtain funds by way of contributions, donations, subscriptions, legacies, grants or through any lawful means that may be required for furthering the objectives of the Association.
- e) To publicize all activities in connection with the objects of the Association, including latest coaching techniques and to conduct courses in Coaching and Officiating.

Rule 4 COLOURS

The colours of the Association shall be light blue and dark blue.

Rule 5 MEMBERSHIP

a) **Affiliated Member**

- (i) All clubs, associations, organizations and/or entities registered with the Singapore Registry of Societies or which are entities within the Singapore Government or Statutory Boards or such other associations, clubs, societies or entities which are constituted under applicable laws, shall be eligible for membership as “Affiliated Members” and shall enjoy voting rights at General Meetings.
- (ii) Affiliated Members must have a minimum of thirty (30) valid paying members and be directly related to promoting Athletics through youth development programmes and participation in competitions and/or other related programmes.
- (iii) An application for membership as an Affiliated Member shall be made to the Honorary Secretary in writing and with an undertaking to observe the rules under this Constitution and such rules and bye—laws as may be promulgated and implemented by the Association from time to time. The Management Committee shall have the power to accept or reject an application for such membership without assigning any reasons hereof save that the applicant may make an appeal through the Association’s appeals process.
- (iv) The Honorary Secretary of the Association shall furnish the Honorary Secretary or Secretary of each Affiliated Member with a copy of the Constitution of the Association and the subscription fees of Singapore Dollars one hundred (S\$100.00) which may be varied by the Association from time to time, shall be payable by the Affiliated Member upon admission and thereafter on or before the 30th day of April of each year.

b) **Honorary Member**

Any organization and/or entity, not falling within the definition of Rule 5(a), but being interested in Athletics, may apply to join the Association as an “Honorary Member” and shall be granted such rights and privileges as the Management Committee shall decide from time to time, and the subscription fees of Singapore Dollars two hundred only (S\$200.00) which may be varied by the Association from time to time, shall be payable by such organization upon admission as an Honorary Member and thereafter on or before the 30th day of April of each year. An Honorary Member shall not be entitled to vote at General Meetings.

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- c) **Honorary Individual Member**
An individual who is interested in Athletics may apply to join the Association as an "Honorary Individual Member" of the Association and the subscription fees, as may be levied and varied by the Association from time to time, shall be payable by such individual upon admission as an Honorary Individual Member and thereafter on or before the 30th day of April of each year. An Honorary Individual Member shall not be entitled to vote at General Meetings.
- d) **Honorary Life President**
Past Presidents of the Association who have served at least two (2) consecutive terms of office and made significant contributions to Athletics shall be elected as Honorary Life President of the Association but shall not be entitled to vote at General Meetings. An Honorary Life President may participate in the proceedings of the Management Committee if he so desires but he shall have no voting rights.
- e) **Honorary Life Vice-President**
Past Vice-Presidents of the Association, whom the Management Committee considers to have made significant contributions to Athletics, may be invited by the Management Committee to join the Association as an Honorary Life Vice-President but shall not be entitled to vote at General Meetings.

Rule 6 PATRONS, VICE-PATRONS AND VETERANS

- a) **Patrons**
(i) The Association may invite any prominent member of the Republic of Singapore to be Patron-in-Chief, which position shall be affirmed at the Annual General Meeting.
(ii) The Association may also invite any prominent and suitable persons to be Patrons and upon acceptance of the invitation, the Patron shall donate not less than Singapore dollars twenty thousand (S\$20,000.00) to the Special Development Fund of the Association.
- b) **Vice-Patrons**
An individual may be invited to join the Association as a Vice-Patron, which position shall be affirmed at the Annual General Meeting and shall hold office for that year and shall be eligible for re-affirmation at the next Annual General Meeting. They shall be suitable persons who have contributed significantly to the advancement of Athletics.
- c) **Veteran**
The Association may award any official deemed to have rendered distinguished service to the Association to join the Association as a Veteran of the Association and this honour may be granted posthumously to deceased individuals.

Rule 7 GENERAL MEETING

- a) An Annual General Meeting of the Association shall be held once every year, and in any case, not later than three (3) months from 31st March, being the end of the Association's financial year ("Financial Year"), to transact the following business:
- (i) to receive, consider and approve the Annual Report, Balance Sheet and Audited Statement of Accounts for the preceding year ended 31st March;

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- (ii) To decide on any resolution which may be duly submitted to the meeting as provided for in Rule 8.
 - (iii) To elect the President, 3 Vice-Presidents and Honorary Secretary, as provided in Rule 11(a).
 - (iv) To elect the rest of the members of the Management Committee for the ensuing year as provided for in Rule 11(a).
 - (v) To appoint an External Auditor as provided for in Rule 18.
- b) The Honorary Secretary shall give not less than twenty-one (21) days' written notice of intention to hold such Annual General Meeting specifying the business, place, day and hour of the meeting but the accidental omission to give such notice to any Member shall not invalidate any resolution passed at such meeting.
 - c) All other General Meetings of the Association shall be Extraordinary General Meetings.
 - d) The Management Committee may at any time and for any specific purpose call an Extraordinary General Meeting or shall do so forthwith upon the signed requisition of ten (10) persons entitled to vote at such meetings. The requisition shall set out particulars of the resolution(s) required to be considered at that Extraordinary General Meeting.
 - e) A minimum of fourteen (14) clear days' notice of intention to hold an Extraordinary General Meeting shall be given.
 - f) No Extraordinary General Meeting shall be convened for the same purpose within six (6) months following.

Rule 8 RESOLUTIONS

- a) The Management Committee may cause any resolution to be tabled at a General Meeting by including it in the agenda therefore.
- b) An Affiliated Member desirous of moving any resolution at an Annual General Meeting or Extraordinary General Meeting shall give notice thereof in writing together with all particulars including the signature of the seconder thereto to the Honorary Secretary not less than seven (7) clear days before the date fixed for the Annual or Extraordinary General Meeting after which the Honorary Secretary shall communicate the nature of such business to all the Affiliated Members.
- c) Resolutions involving amendments to the Constitution shall be dealt with in accordance with the provisions of Rule 24.

Rule 9 QUORUM

- a) No business shall be transacted at any General Meeting unless a quorum is present when this meeting proceeds to business. Save as herein otherwise provided, the quorum shall be one-third (1/3) of those entitled to vote pursuant to Rule 10(b).

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- b) If after half an hour from the time appointed for the holding of the Annual General Meeting a quorum is not present the Members present shall be deemed to be the quorum and may transact the business for which the meeting was called except amendments to the Constitution for which the stipulated quorum must be present.
- c) A requisitioned Extraordinary General Meeting that fails to obtain a quorum shall stand cancelled.
- d) The President of the Association, if present, shall preside as the Chairman at all General Meetings but if at any meeting, he shall not be present within half an hour of the time appointed for such meeting, a Vice President shall chair failing which the Members present and who are entitled to vote, shall elect a voting Member of the Association present to preside.

Rule 10 VOTES AT GENERAL MEETING

- (a)(i) Every question put to the General Meeting shall be decided by a majority of votes by way of secret ballot. In the event of an equal division of votes, the Chairman shall have the casting vote.
- (a)(ii) Election for the Management Committee's positions of office shall be by secret ballot. In the event that two (2) or more persons standing for the same office receive an equal division of votes, a revote shall be taken and in the event of a deadlock still, the Chairman of the Meeting shall have the casting vote.
- b) The Management Committee shall, within six (6) weeks prior to an Annual General Meeting and for the purpose of determining the aggregate number of votes to which each Affiliated Member shall be entitled, evaluate the performance and contribution of an Affiliated Member, with reference to the Key Performance Indicators provided for in the bye-laws, such as may be amended or varied by the Association from time to time. The Affiliated Members shall be notified of its voting entitlement at least two (2) weeks prior to the Annual General Meeting.
- c) Only authorized representatives from an Affiliated Member whose names shall have been submitted to the Honorary Secretary in writing at least seven (7) days prior to the General Meeting shall be entitled to attend and vote at General Meetings, except that an Affiliated Member that has not paid its subscription fees as prescribed under Rule 5(a)(iv) ipso facto forfeits its right to vote.
- d) Honorary Members, Honorary Individual Members, Honorary Life Presidents, Honorary Life Vice-Presidents, Patrons and Vice-Patrons may attend the General Meetings but shall have no voting rights.
- e) All previous Committee Members shall have no voting rights at General Meetings except that as an authorized representative of an Affiliated Member pursuant to Rule 10(c) above, he is entitled to vote.
- f) Except as provided in Rule 10(c), each person entitled to vote shall have only one vote even though he may attend in more than one capacity.
- g) The election process shall be governed by the bye-laws as promulgated in this respect.

Rule 11 MANAGEMENT COMMITTEE

- a) The Management of the Association shall be vested in a Management Committee comprising:

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- (i) A President;
 - (ii) Three (3) Vice Presidents for the following portfolios:
 - Training & Selection;
 - Competitions Organizing; &
 - Finance;
 - (iii) An Honorary Secretary;
 - (iv) An Honorary Assistant Secretary;
 - (v) An Honorary Treasurer;
 - (vi) A Statistician;
 - (vii) A Women's Representative;
 - (viii) Four (4) elected individuals to serve as Chairmen of the first four (4) Standing Committees provided for in Rule 11(b); and
 - (ix) One representative from each of twelve (12) Affiliated Members elected from amongst the group of Affiliated Members and who shall each be required to serve in at least one Standing or Sub-Committee set up by the Association from time to time
- b) "Standing Committees" shall include but are not limited to the following:-
- (i) Cross Country and Road Running;
 - (ii) Race Walking;
 - (iii) Officials;
 - (iv) Technical and Equipment;
 - (v) Disciplinary; and
 - (vi) Athlete Selection Appeals.
- c) "Sub-Committees" means such temporal or permanent committee(s) that the Management Committee may, for such purpose as it deems fit, form from time to time.
- d) The Chairman of any Standing or Sub-Committee shall at all times, be a member of the Management Committee. A Committee Member shall not normally serve in more than four (4) Standing or Sub-Committees except as approved by the Management Committee.
- e) Only an authorized representative of an Affiliated Member may be nominated for election to the Management Committee.
- f) All Committee Members except for the twelve (12) Affiliated Members elected pursuant to Rule 11(a)(ix), shall be elected for a tenure of two (2) years. The term of office of the twelve (12) elected Committee Members of Affiliated Members shall be one (1) year.
- g) An individual may be elected to serve as the President of the Association for a tenure of two (2) years subject to a maximum accumulative tenure of eight (8) years, regardless of the number of years served as a non-presiding member of the Management Committee.
- h) An individual may not be elected to serve as a Committee Member if any of the following applies:-
- (i) where he is an undischarged bankrupt (whether adjudged by a Singapore Court or a foreign court having jurisdiction in bankruptcy);

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- (ii) where he has been convicted of any criminal offence of a heinous nature. The word "heinous" is to be construed and decided upon by the Management Committee whenever necessary; and/or
 - (iii) where he is suffering from a mental disorder.
- i) All other Committee Members may serve in such office for up to a maximum of eight (8) years other than as the President.
- j) Subject to Rule 11(i), an individual holding office as Honorary Treasurer shall serve not more than two (2) consecutive terms at any one time.
- k) If a Committee Member resigns or is removed during his tenure of office or is incapacitated from holding office, the Management Committee by unanimous consent, may co-opt a replacement to serve until the next election, failing which, the appointment of a replacement shall be elected by an Extraordinary General Meeting.
- l) Each elected member of the Management Committee shall have one (1) vote at Committee Meetings except that the President shall have the casting vote where there is an equal division of votes cast.
- m) An absent Committee Member may write or call in to vote on matters to be resolved at a Committee Meeting or in the alternative, a Committee Member may choose to vote by proxy provided that formal authorization for attending a Committee Meeting is given in advance.
- n) A Committee Member may be removed from the Management Committee if he has conducted himself in any one of the following ways:-
 - (i) absented himself from three (3) consecutive meetings without an explanation satisfactory to the Management Committee;
 - (ii) inadequately discharged his duties as a Committee Member;
 - (iii) acted injuriously against the character and/or interests of the Association; or
 - (iv) behaved in a fashion that the Management Committee considers to be incommensurate with the interests and/or image of the Association.
- o) On cessation as a Committee Member pursuant to Rule 11(n) above, the Affiliated Member whom he represents shall cease to be eligible to be represented on the Management Committee.
- p) Committee Members shall not hold salaried positions within the Association and shall serve without compensation for services rendered in such capacity.
- q) The Honorary Secretary shall cause to be kept, full and proper minutes of meetings and proceedings of all Committee Meetings, particularly of information relating to decisions, approvals and other material information.

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- r) Any change of Management Committee members shall be notified to the Registrar of Societies and the Commissioner of Charities within 2 weeks of the change.
- s) The majority of the Management Committee should ideally be Singaporeans and preferably, Committee Member should not be an immediate family member related by blood or marriage to any other Committee Member. (In any event, no more than half of the Committee shall be family members related by blood or marriage.)

Rule 12 MANAGEMENT COMMITTEE MEETINGS

- a) In deliberations of the Management Committee where voting is required to be conducted, it should be by a show of hands unless the MC decides otherwise. In the event of a deadlock, the Chairman of the Meeting will have the casting vote.
- b) At least seven (7) clear days' notice of intention to hold a Management Committee Meeting shall be given provided that the President may direct that an emergency meeting be called at shorter notice.
- c) No business shall be transacted at any Management Committee Meeting unless a quorum of not less than half of the members thereof is present.
- d) The President, Honorary Secretary and Honorary Treasurer shall be ex-officio members of all Standing and Sub-Committees.

Rule 13 DUTIES & POWERS OF THE MANAGEMENT COMMITTEE

- a) The duties of the Management Committee shall be:
 - i) to manage the finances of the Association;
 - ii) to appoint a Board of Trustees;
 - iii) to receive Annual Reports from Affiliated Members and Reports from the Association's Standing and Sub-Committees;
 - iv) to appoint Standing Committees, Sub-Committees, advisers and consultants, for such periods of time with such duties and terms of reference as it may decide from time to time;
 - v) to co-opt such individuals with international status, recognition or experience, into the Management Committee with no voting rights;
 - vi) to appoint or approve referees, judges, time-keepers, and other officials;
 - vii) to accept affiliation; and
 - viii) to accept, elect, invite, appoint or award such organizations and/or entity or individuals as the case may be as it thinks fit to be Honorary Members, Honorary

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Individual Members, Honorary Life Presidents, and Honorary Life Vice-Presidents, Patrons-in-Chief, Patrons, Vice-Patrons and Veterans.

- b) The powers of the Management Committee shall be as follows:
- i) to take disciplinary action on the recommendation of the Disciplinary Standing Committee;
 - ii) to suspend for a stated period or expel anyone infringing the Association's Rules of Eligibility and Ethics applicable to him at such time or who is guilty of misbehaviour or unfair practices;
 - iii) to fine, suspend or expel from the Association, an Affiliated Member that is found, whether on its own, through an authorized representative or through any other Member, to have acted in the following manner:
 - (a) infringed the Constitution, the Association's rules, regulations bye-laws or rules for competitions that it may implement from time to time;
 - (b) failed or neglected to suppress open betting at any meeting under its control; and/or
 - (c) misbehaved or dealt in unfair practices of any kind.
 - iv) to suspend or expel from the Association, an Affiliated Member, Honorary Member or Honorary Individual Member whom the Management Committee considers to have been constantly inactive in the activities of the Association and "Inactive" is defined as "non—activities, either in its participation (of athletes) in Association organized meets, the promotion of Athletic activities or the organization of Athletic activities";
 - v) in the event of Rule 5 (iii) and Rule 13(b)(i) to 13(b)(iv), to set up an Appeals Panel to hear appeals, the decision of which shall be final and binding;
 - vi) to call upon any Affiliated Member, against whom a definite charge has been if lodged to produce its books and any other documents for inspection, failure of which shall be regarded as misbehaviour;
 - vii) to enforce and deal with any infringement of laws, rules and/or regulations relating to Athletics and competitions;
 - viii) to consider and decide on appeals for reinstatement under its laws, rules and bye-laws, any athlete who has rendered himself ineligible to compete under those laws, rules and bye-laws; and
 - ix) to enforce the applicable laws, rules and regulations on doping as set out in Rule 15.
- c) The Management Committee shall formulate a "Conflict of Interest" policy (the "COI Policy") specifying the types of business conduct or transactions that may raise concerns of partiality. The COI

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Policy shall provide clear procedures for disclosure of actual or potential conflict(s), including the review of such business conduct or transactions by neutral Committee Members.”

Rule 14 ATHLETE SELECTION SUB—COMMITTEE AND ATHLETE SELECTION APPEALS STANDING COMMITTEE

- a) The Athlete Selection Sub—Committee shall be part of the Training and Selection Committee which is chaired by the Vice-President (Training & Selection) and shall comprise voluntary and/or salaried officials of the Association who are proficient and competent to make decisions relating to athlete selection.
- b) The duties of the Athlete Selection Sub—Committee shall be as follows:
 - (i) to receive recommendations from the Coaching Department of the Association, of athletes for selection for the various regional competitions, local and overseas training stints and the four (4) Major Games, namely Olympic, Commonwealth, Asian and South-East Asian Games.
 - (ii) to endorse the selection criteria as formulated by the Coaching Department of the Association for the training stints and competitions as stipulated in Rule 14 (b)(i).
 - (iii) to recommend the list of athletes and coaches for the said stints and competitions, to the Management Committee for final endorsement.
- c) Any dispute on athlete selection matters may be submitted to the Athlete Selection Appeals Standing Committee which shall comprise members of the Training and Selection Committee and other individuals whom the Management Committee considers are appropriate and relevant persons who are competent on athlete selection matters including representatives from the Singapore Sports Council, provided that members of the Athlete Selection Sub-Committee shall not be concurrent members of the Athlete Selection Appeals Standing Committee.
- d) Such disputes and appeals must be submitted within seven (7) clear days from the date of announcement of the Selection, to the Honorary Secretary, and the Athlete Selection Appeals Standing Committee shall convene its first hearing within seven (7) clear days from receipt of notice of such appeals.

Rule 15 INCORPORATION OF THE CONSTITUTION OF THE INTERNATIONAL ASSOCIATION OF ATHLETICS FEDERATIONS (IAAF), RULES UNDER THE IAAF COMPETITION RULES (2004-2005) (“IAAF CR”) AND IAAF ANTI-DOPING REGULATIONS 2004 EDITION.

The Association formally adopts the rules, regulations, procedures and/or guidelines as are set out under the IAAF Constitution, IAAF CR and IAAF Anti-Doping Regulations (2004 edition) (such as may be amended or varied from time to time), in particular:-

- a) Rule 7 of the IAAF CR concerning athletes’ representatives;
- b) Article 15 of the IAAF Constitution and Rule 60 of the IAAF CR concerning disputes; and
- c) Rules 30 to 45 of the IAAF CR and IAAF Anti-Doping Regulations (including the Procedural Guidelines for Doping Control, 2004 edition) concerning anti—doping related matters.

Rule 16 ACCOUNTS

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The financial year shall be from 1st April to 31st March of each calendar year. The Accounts shall be balanced on 31st March of each year.

Rule 17 BOARD OF TRUSTEES (the "Board")

- a) The Management Committee whenever applicable shall within one (1) month of election, appoint the Board of Trustees of the Association for a term of four (4) years, and which shall consist of the following persons:-
 - (i) a past President of the Association who has served for at least two (2) consecutive tenures; and
 - (ii) the incumbent President.
- b) The Board shall be responsible for safeguarding the reserves of the Association and ensure that it is properly accounted for.
- c) In the event of a deadlock in the proceedings of the Board, the matter in issue shall be referred to the Singapore Sports Council, which shall appoint a representative to participate in the deliberation of the issue at hand and resolve the deadlock by majority vote.

Rule 18 AUDIT

The Association shall at each Annual General Meeting of the Association appoint an accredited External Auditor who shall audit each year's accounts and examine internal control systems and present a report thereon to the Annual General Meeting. Any External Auditor so appointed shall hold office until the conclusion of the next Annual General Meeting. Any retiring auditor may offer to continue to act as the Association's auditor. The External Auditors shall be changed at least once in every five (5) years.

Rule 19 PLACE OF BUSINESS

- a) The place of business of the Association shall be 3 Champions Way, #01-10, Singapore Sports School, Singapore 737912 or such other place as may be decided by the Management Committee and approved by the Registrar of Societies from time to time.

Rule 20 AFFILIATION

- a) Any Association or entity applying to become an Affiliated Member of the Association must produce proof of registration with the Singapore Registry of Societies or such other regulatory, statutory or authoritative body under relevant laws applicable in their home jurisdiction.

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- b) The Association, being the governing body for Athletics in Singapore, shall not create or operate branches or other sports organizations that is affiliated to the Association, whether in Singapore or overseas.

Rule 21 RESIGNATION

An Affiliated Member intending to withdraw from the Association shall give notice in writing to the Honorary Secretary whereupon its membership shall terminate on the date of that notice provided that where the Affiliated Member is financially indebted to the Association, the Management Committee may withhold acceptance of such notice to withdraw until the Affiliated Member shall have discharged its liability. An Affiliated Member not having tendered its resignation prior to the 31st of March shall be liable for the ensuing year's subscription fees.

Rule 22 SUSPENSION

- a) The Management Committee shall have power to suspend or remove from membership any Member whose subscription is three (3) months in arrears provided that a month's notice shall have been sent to the Honorary Secretary or Secretary of such Club by registered post informing him of the proposed action of the Management Committee.
- b) Any Member so suspended or removed from membership and the individual members thereof shall be disqualified from competing at any Meet held under the laws of the Association. A suspended or removed Member must discharge the liability causing its suspension or removal before applying for reinstatement and must be prepared if called upon to send delegates to state the reasons why the Member should be reinstated.

Rule 23 PROHIBITION

The Association shall not indulge in the following activities:

- a) introduce, conduct, participate and/or be in any way involved in gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act (Cap 250);
- b) introduce materials for gambling or drug taking and of bad characters into the Association's premises;
- c) utilize the funds of the Association to pay the fines of any Member who has been convicted in a court of law;
- d) engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore;
- e) 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;
- f) indulge in any political activity or allow its funds and/or premises to be used for political purposes;
- g) hold any lottery, whether confined to its Members or not, in the name of the Association or its office—bearers, Management Committee or Committee Members unless with the prior approval of the relevant authorities; and/or

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- h) raise funds from the public for whatever purposes without the prior approval in writing of the Head, Licensing Division, of the Singapore Police Force and other relevant authorities.

Rule 24 AMENDMENT OF CONSTITUTION

- a) No amendments to the constitution shall be made except at the Annual General Meeting or at an Extraordinary General Meeting called for such purpose and any such amendment shall not come into operation without the prior written consent from the Registrar of Societies and the Commissioner of Charities.
- b) Notice of proposals for amendments by any Affiliated Member shall be made to the Honorary Secretary of the Association at least one month prior to the Annual General Meeting or Extraordinary General Meeting.

Rule 25 DISSOLUTION

- a) The Association shall not be dissolved except with the consent of not less than three-fifths (3/5ths) of the Members of the Association eligible to vote and for the time being resident in Singapore expressed either in person or by proxy at the General Meeting convened for the purpose or by a postal vote.
- b) In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged and the remaining funds shall be transferred to approved institutions of a public character and/or registered charities.
- c) A Certificate of Dissolution shall be given within seven (7) calendar days of the dissolution to the Registrar of Societies and the Commissioner of Charities.

Bye-Law to Rule 10

1. Elections

- 1.1. All Affiliated Members satisfying conditions in Rule 5 (a) shall be assigned the number of votes as determined by the Management Committee according to the criteria based on Key Performance Indicators as provided in para 4 hereafter.
- 1.2. Voting must be by secret ballot, not by a show of hand. The incumbent Management Committee will not have any voting rights except as an authorised representative of their respective Affiliated Member.

2. Nominations

- 2.1. A nominee for election to the new Management Committee must be a representative of an Affiliated Member.
- 2.2. Nominations will close seven (7) working days before the stipulated General Meeting. Nominees must declare to the Honorary Secretary by stating in the nomination form any personal or business interests related to the sport and/or the Association. This material information must be made known to the electorate before the election.
- 2.3. If no nominations are lodged for any position offered for election, the election may be open to the voting members present at the General Meeting.
- 2.4. Alternatively, the General Meeting may be postponed for fourteen (14) working days and nominations closed three (3) working days before the rescheduled General Meeting.

3. Election Process

- 3.1. The outgoing Management Committee shall be dissolved before the start of new elections.
- 3.2. The outgoing President will be responsible for overseeing the election process unless he is seeking re-election, in which event one of the three (3) Vice-Presidents or a member with voting right may be elected from the floor to take the chair. Once elected, the new President will then oversee the election process.

4. Key Performance Indicators

- 4.1. All Affiliated Members shall be subjected to evaluation based on Key Performance Indicators (KPIs) one (1) calendar month before the scheduled date of the General Meeting by the incumbent Management Committee.

- 4.2. Confirmation on the number of votes allocated to the Affiliated Member as determined in para 4.1, shall be served to the Affiliated Member two (2) weeks prior to the General Meetings, accordingly.
- 4.3. Affiliated Members will be allocated one(1) to three (3) votes each, based on their meeting to satisfactory levels of the following Key Performance Indicators (KPIs):
 - 4.3.1. Sound, efficient and effective Management
 - 4.3.2. Organisational capability and capacity
 - 4.3.3. Participation in Association's activities and competitions
 - 4.3.4. Production of athletes and contribution to the strength of the various squads of athletes for the year of the Association.

Bye-Law to Rule 13

1. Conflict of Interest

- 1.1. All Management Committee Members must declare all businesses, commercial and/or personal interests that may directly relate to the sport or management of the Association.
- 1.2. These material information will be recorded at the first Management Committee meeting, and subsequent meetings as and when such situations arise.
- 1.3. A Committee Member shall abstain from any evaluation or decision-making if the issues are directly related to his declared interests. In such matters, the discussion and evaluation of the Management Committee leading to the final decision shall be documented.
- 1.4. If a Committee Member is found to have not expressly declared an instance of conflict, those decisions where he had actively participated may be voided by the Management Committee, and he may face disciplinary action.