

# CONSTITUTION OF SINGAPORE ATHLETIC ASSOCIATION

Approved by ROS on 12 September 2018

CONTENTS	PAGE
RULE 1 DEFINITIONS	2
RULE 2 TITLE & GOVERNING BODY	2
RULE 3 OBJECTIVES	2 – 3
RULE 4 CLASSES OF MEMBERSHIP	3
RULE 5 APPLICATIONS FOR MEMBERSHIP	4
RULE 6 PATRONS & VICE-PATRON	4
RULE 7 GENERAL MEETINGS	5 – 8
RULE 8 GENERAL COMMITTEE	8
RULE 9 MANAGEMENT COMMITTEE	8 – 11
RULE 10 MANAGEMENT COMMITTEE MEETINGS	11 – 12
RULE 11 DUTIES & POWERS OF THE MANAGEMENT COMMITTEE	12 – 14
RULE 12 POWER TO MAKE BYE-LAWS	14 – 15
RULE 13 MEDIATION AND DISCIPLINARY STANDING COMMITTEE	15 – 18
RULE 14 MEDIA	18
RULE 15 ATHLETE SELECTION STANDING COMMITTEE	18
RULE 16 INCORPORATION OF THE CONSTITUTION OF THE INTERNATIONAL ASSOCIATION OF ATHLETICS FEDERATIONS (IAAF), THE IAAF COMPETITION RULES (IAAFCR) & IAAF PROCEDURAL GUIDELINES FOR DOPING CONTROL	18
RULE 17 ACCOUNTS	18
RULE 18 BOARD OF TRUSTEES	19
RULE 19 AUDIT	19
RULE 20 PLACE OF BUSINESS	19
RULE 21 RESIGNATION	19
RULE 22 SUSPENSION AND EXPULSION	19
RULE 23 PROHIBITIONS	20
RULE 24 AMENDMENT OF CONSTITUTION	21
RULE 25 EMBLEM AND COLOURS	21
RULE 26 DISSOLUTION	21

# CONSTITUTION OF SINGAPORE ATHLETIC ASSOCIATION

Approved by ROS on 12 September 2018

## RULE 1 DEFINITIONS

Where the context permits or requires, words importing the masculine gender shall include the feminine, and words in the singular shall include the plural and vice-versa. In these Rules and any bye-laws made hereunder, the following words or letters shall have the meanings as attributed to them herein below.

- a) "**Athletic**" means track and field athletics, cross country, road running, tug-of-war and race walking;
- b) "**Association**" or "**SAA**" means the Singapore Athletic Association;
- c) "**The Constitution**" means this Constitution of Singapore Athletic Association for the time being in force
- d) "**General Meetings**" means an Annual General Meeting or an Extraordinary General Meeting, as the case may be;
- e) "**Members**" means an Affiliated Member, Associate Member and Honorary Individual Member, as the case may be;
- f) "**Registrar of Societies**" means the Registrar of Societies as defined under the Societies Act (Chapter 311), as amended from time to time;
- g) "**Special Development Fund**" shall refer to the 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 utilised by the Association solely for the objectives specified in Rule
- h) "**Standing Committees**" means such committee(s) that this Constitution expressly provides their alia :-
  - i. Athlete Selection Appeals; and
  - ii. Disciplinary
- i) "**Sub-Committees**" means such temporary or permanent committee that the Management Committee may, for such purpose as it deems fit, form from time to time.

## RULE 2 TITLE & GOVERNING BODY

- a) The Association shall be called "**Singapore Athletic Association**".
- b) The SAA is the only governing body for Athletics & Tug of War in Singapore.

## 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 in Athletics 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;
- c) To select athletes and/or officials to represent the Republic of Singapore and/or the Association in Athletics competitions or meetings;

# CONSTITUTION OF SINGAPORE ATHLETIC ASSOCIATION

Approved by ROS on 12 September 2018

- d) To affiliate with the IAAF and the TWIF, 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 ;<sup>1</sup>
- e) 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;
- f) To assist in the training of coaches, instructors and technical officials for Athletics by organizing courses and ensuring that such courses and training contribute to the development of Athletics in Singapore;
- g) To develop, lead and assist in commercial, marketing and public relations policies and activities for Athletics in connection with the objects of the Association;
- h) To settle any dispute that may arise between Members and to clarify any doubt in relation to the rules and regulations governing Athletics and/or Tug-of-War as adopted by the IAAF and/or the TWIF, and such other bodies that the association is affiliated (with such alterations and amendments as may be made from time to time).

## RULE 4 CLASSES OF 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, may apply to join the Association as “Affiliated Members” provided the nature of the applicant’s existence is not deemed to be incongruous to the interests of the Association, for example, it being a unit within a larger representative umbrella body.
  - 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/or participation in competitions and/or other related programmes.
- b) Associate Member
  - i. Any organization and/or entity, not falling within the definition of Rule 4(a), but being interested in Athletics, may apply to join the Association as an “Associate Member” with such rights and privileges as the Management Committee shall decide from time to time.
- c) Honorary Individual Member
  - i. An individual who is interested in Athletics may apply to join the Association as an “Honorary Individual Member”.

## RULE 5 APPLICATIONS FOR MEMBERSHIP

---

<sup>1</sup> The SAA is an affiliate member of the IAAF and the TWIF, which are the world governing bodies for Athletics and Tug Of War respectively.

# **CONSTITUTION OF SINGAPORE ATHLETIC ASSOCIATION**

*Approved by ROS on 12 September 2018*

- a) An application for membership shall be made in writing to the Honorary Secretary, with an undertaking to abide by this Constitution.
- b) The Management Committee shall have the power to accept or reject an application for membership without assigning any reasons therefor save that the applicant may make an appeal through the Association's appeals process.
- c) The Honorary Secretary shall furnish a copy of the Constitution to each Member
- d) The subscription fees payable under each category of membership may be set and varied by the General Meeting of members, with recommendation from the Management Committee from time to time, and shall be payable by the Member upon admission and thereafter on or before 30<sup>th</sup> April each year.
- e) Any club, association, organization or entity applying to become an Affiliated Member must produce proof of registration with the Registrar of Societies or such other regulatory, statutory or authoritative body under relevant applicable laws.

## **RULE 6 PATRONS & VICE-PATRON**

- a) The Association may invite any prominent person who is a Singaporean to be Patron-in-Chief.
- b) The Association may 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.
- c)
  - i. The Association may invite any individual who has contributed significantly to the advancement of Athletics to be Vice-Patron.
  - ii. Save for the term of appointment, the Honorary Life President, if any, shall have the same rights as the Vice-Patron.
- d) All of the aforementioned appointments shall be affirmed by Members in a General Meeting and shall be eligible for re-affirmation at each subsequent Annual General meeting.

# CONSTITUTION OF SINGAPORE ATHLETIC ASSOCIATION

Approved by ROS on 12 September 2018

## RULE 7 GENERAL MEETINGS

### a) Annual General Meeting

The supreme authority of the Association is vested in a General Meeting of the members. The Association shall hold an Annual General Meeting by June of each year, on a date and time to be fixed by the Management Committee for the following purposes :-

- i. to receive, and if approved, pass the Annual Report and the Balance Sheet and Statement of Accounts from the Management Committee for the preceding financial year, and the previous Minutes of the Annual General Meeting;
- ii. to elect and replace outgoing members of the Management Committee and to appoint an auditor for the ensuing year;
- iii. to decide on any resolution which may be duly submitted to the Meeting as provided in RULE 7(d); and
- iv. to transact any other business.

### b) Extraordinary General Meeting

- i. All other General Meetings shall be Extraordinary General Meetings.  
The Management Committee may at any time and whenever it thinks fit call for an Extraordinary General Meeting and shall do so within thirty (30) days from the receipt of the requisition in writing signed by (together with the names and membership numbers) more than half of the Affiliated Members entitled to attend and vote at such Extraordinary General Meeting. The requisition shall set out particulars of the resolution(s) required to be considered at that Extraordinary General Meeting.
- ii. No Extraordinary General Meeting shall be convened for the same purpose within the following six (6) months.

### c) Notice of General Meeting

- i. The Honorary Secretary shall give not less than thirty (30) calendar days' written notice of the General Meetings to all Members residing in Singapore and who are entitled to attend and/or vote at such a General Meeting, specifying the business, place, day and hour of the meeting, and shall draw their attention to **RULE 7(d)** herein, but the accidental omission to give such notice to any Member shall not invalidate any such Meeting or its proceedings, including any resolution passed at such meeting.
- ii. To deal with any special matter which the Management Committee or the Members requiring the meeting may desire to place before the Members in a General Meeting.
- iii. No resolution shall be proposed by any member eligible to attend and/or vote at any General Meeting unless the terms thereof have been previously notified to the Honorary

# CONSTITUTION OF SINGAPORE ATHLETIC ASSOCIATION

*Approved by ROS on 12 September 2018*

Secretary in writing not less than fourteen (14) days before the date of the General Meeting, provided always that at such a General Meeting any Member may address the General Meeting on any matter concerning the SAA.

## **d) RESOLUTIONS**

- i. The Management Committee may cause any resolution to be tabled at a General Meeting by including it in the agenda therefore.
- ii. An Affiliated Member desirous of moving any resolution at any General Meeting shall give notice thereof in writing together with all particulars including the name and signature of the seconder thereto to the Honorary Secretary not less than seven (7) calendar days before the date fixed for the General Meeting after which the Honorary Secretary shall communicate the nature of such business to all the Affiliated Members. Any Affiliated Member proposing any resolution to amend the Constitution shall give notice in writing to the Honorary Secretary at least twenty-one (21) days prior to the General Meeting.
- iii. Notice of any resolution proposing amendments to the Constitution shall be made in writing to the Honorary Secretary at least one (1) month prior to the General Meeting.

## **e) Quorum at the General Meeting**

- i. At all General Meetings, half (1/2) of the Affiliated Members entitled to attend and vote at such General Meetings shall form a quorum and the Meeting shall not be invalidated thereafter if at any stage less than fifteen (15) Members are present.
- ii. 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.
- iii. A requisitioned Extraordinary General Meeting that fails to obtain a quorum shall stand cancelled.
- iv. All classes of Members shall be entitled to attend any General Meeting of the Association.

# CONSTITUTION OF SINGAPORE ATHLETIC ASSOCIATION

Approved by ROS on 12 September 2018

## f) Attendance & Voting at the General Meeting

- i. The President, 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 present to preside
- ii. Persons entitled to attend and vote at General Meetings shall be one (1) authorised representative from each Affiliated Member except that an Affiliated Member that has not paid its subscription fees as prescribed under Rule 5(d) ipso facto forfeits its right to vote, which shall be automatically and immediately restored upon payment of the outstanding subscription fees.
- iii. The authorised representative from an Affiliated Member is the person whose name has been submitted to the Honorary Secretary in writing at least five (5) calendar days prior to the date of the General Meeting
- iv. Subject to RULE 7(f)(iii) herein, only Affiliated Members who are present at a General Meeting shall be entitled to vote and each such member shall be entitled to one vote. There shall be no voting by proxy.
- v. Subject to herein, voting shall ordinarily be by a show of hands but a ballot shall be taken if demanded by any member at the General Meeting. A declaration by the Chairman of any General Meeting that a resolution has been carried unanimously or by a majority or lost and an entry to that effect in the minutes of the General Meeting shall be conclusive evidence of the fact.
- vi. Each person entitled to vote shall have **only one vote** even though he may attend in more than one capacity

## g) Elections of the Management Committee

- i. Election for the nine (9) elected members of the Management Committee's position of office shall be by secret ballot. In the event that two (2) or more persons receive an equal division of votes, a re-vote shall be taken the event of a deadlock after the revote, the Chairman of the Meeting shall have the casting vote
- ii. The outgoing President will be Chairman of the election process unless he is seeking re-election, in which event, the next most senior outgoing key appointment holder, which is not seeking re-election will take the chair in the following order: Vice President (Training and Selection), Vice President (Competitions Organising), Vice President (Finance and Partnerships), Honorary Secretary, and Honorary Treasurer.

# CONSTITUTION OF SINGAPORE ATHLETIC ASSOCIATION

Approved by ROS on 12 September 2018

- iii. In the event of election by ballot of the nine (9) Management Committee members referred to in RULE 7(g)(i) herein, votes cast by a Member for less or more than nine of the nominees shall be deemed to be invalid.
- iv. In the event there are no women in the top nine (9) candidates voted in to the Management Committee, the ninth position shall be taken by the woman with the highest vote.
- v. The election process shall be governed by the bye-laws as promulgated in this respect.

## **RULE 8 GENERAL COMMITTEE**

- a) There shall be a General Committee comprising of the following:-
  - i. 9 elected members of the Management Committee pursuant to Rule 9 a) i);
  - ii. One (1) representative each of every Affiliated Member.
- b) The General Committee should meet at least two (2) times in a Financial Year to discuss the general progress of the Association.
- c) A General Committee Meeting shall be convened by the Honorary Secretary within fourteen (14) days of the receipt of a request in writing from ten (10) or more Affiliated Members for the holding of such a meeting.
- d) The quorum for a General Committee meeting shall be at least twelve (12) Committee members present in person.
- e) If after half an hour from the time appointed for the holding of the General Committee Meeting, a quorum is not present, the meeting shall stand as cancelled.

## **RULE 9 MANAGEMENT COMMITTEE**

- a) Management Committee:

Management of the Association, including the day to day business and operations of the Association shall be vested in a Management Committee consisting of nine (9) elected members and two (2) non-elected members.

- i. The nine (9) elected members of the Management Committee, out of whom there shall be at least one (1) woman, shall consist of:
  - ii) aa. A President;
  - ii) ab. Vice President: (Training & Selection)
  - ii) ac. Vice President (Competitions)
  - ii) ad. Vice President (Finance and Partnerships);
  - ii) ae. An Honorary Secretary;
  - ii) af. An Honorary Treasurer;
  - ii) ag. Three (3) Management Committee Members



# CONSTITUTION OF SINGAPORE ATHLETIC ASSOCIATION

Approved by ROS on 12 September 2018

- ii. The two (2) non-elected members of the Management Committee shall consist of:
  - ii) aa. General Manager of SAA; and
  - ii) ab. One (1) Athletes' Commission Representative, who must be an ex-national athletics athlete, elected by the members of the Athletes' Commission.
  
- b) The President, Vice President (Training and Selection), Vice President (Competitions Organising), Vice President (Finance and Partnership), Honorary Secretary, and Honorary Treasurer shall be elected by the Management Committee from amongst themselves, by way of a simple majority at the Management Committee Meeting.
  
- c) If only less than **nine (9) candidates** are nominated for election to the Management Committee, those nominated candidates shall be deemed to be elected and they shall, subject to RULE 9(g) herein, appoint further members to complete the required elected number to satisfy the requirements of **RULE 9(a)** herein. The members of the Management Committee so appointed shall be deemed to have been elected at the Annual General Meeting.
  
- d) With the exception of the General Manager, members of the Management Committee shall not hold salaried positions within the Association and shall serve without compensation or remuneration for services rendered in such capacity, except for activities and/or work done for and on behalf of the Association, as the Management Committee may fix from time to time.
  
- e) Only an authorised representative, who must be a member of an Affiliated Member may be nominated for election to the Management Committee.
  
- f) An individual may not be elected to serve as a member of the Management Committee if he/she:
  - i. is an undischarged bankrupt (whether adjudged by a Singapore or foreign court);
  - ii. has been convicted for an offence involving:
    - ii) aa. the unlawful expenditure of the funds of a society;
    - ii) ab. dishonesty or deception and/or
    - ii) ac. for a criminal offence ;
  - iii. becomes prohibited or is disqualified from being or if he ceases to be a company director by reason of any order made or provision under the Companies Act;
  - iv. has made a composition or arrangement with, or granted a trust deed for, his creditors and has not been discharged;
  - v. becomes mentally disordered and incapable of managing himself or his affairs or a person whose person or estate is liable to be dealt with in any way under the law relating to mental capacity; and/or
  - vi. has been disqualified pursuant to the Societies Act, Charities Act, and/or its subsidiary legislations thereof.

# CONSTITUTION OF SINGAPORE ATHLETIC ASSOCIATION

Approved by ROS on 12 September 2018

## g) Terms of Office of Management Committee Members :

- i. With the exception of the General Manager, all members of the Management Committee shall be elected or nominated for a term **of two (2) years**.
  - ii. An individual may be elected to serve as President subject to a maximum period of eight (8) consecutive years, regardless of the number of years served as a non-presiding member of the Management Committee.
  - iii. Subject to **RULE 9(g)(i)** and **RULE 9(g)(iv)** herein,, all other members of the Management Committee may serve in such office for up to a maximum of eight (8) consecutive years, regardless of the number of years served as the President.
  - iv. An individual holding office as Honorary Treasurer shall serve not more than two (2) consecutive terms at any one time.
- h. If a member of the Management Committee resigns or is removed during his tenure of office or is incapacitated from holding office, the Management Committee shall at its next Management Committee Meeting or as soon as may be thereafter by majority decision, co-opt a replacement to fill the vacancy and the member of the Management Committee appointed to fill such vacancy shall hold office for the duration of the term of the member of the Management Committee that is being replaced.
- i. If there is en bloc resignation of the majority of the members of the Management Committee, the Patron, Vice Patrons (Rule 6) and Trustees (Rule 18) shall be in charge in the interim (with guidance from appointed legal advisors of the Association, Singapore National Olympic Council and Singapore Sports Council). An urgent Extraordinary Meeting shall be convened within fourteen (14) days of the said en bloc resignation.
- j. A member of the Management Committee may be removed by the Management Committee if he/she has:
- i. absented himself / herself from three (3) consecutive meetings of the Management Committee without an explanation satisfactory to the Management Committee;
  - ii. inadequately discharged his/her 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.

# CONSTITUTION OF SINGAPORE ATHLETIC ASSOCIATION

Approved by ROS on 12 September 2018

- k. Any change of Management Committee members shall be notified to the Registrar of Societies and the Commissioner of Charities within **two (2) weeks** the change.
- l. The majority of the Management Committee should be Singaporeans no more than half of them shall be family members related by blood or marriage

## **RULE 10 MANAGEMENT COMMITTEE MEETINGS**

### a) Procedures for and at Management Committee Meetings

- i. In accordance **to RULE 10(b) and RULE 10(c)** herein, the Management Committee may meet together for the despatch of business, adjourn, and otherwise regulate its meetings, as it thinks fit.
- ii. Any Management Committee member may, at any time, summon a meeting of the Management Committee.
- iii. The Management Committee shall meet at least once in two months to examine the accounts and discuss and carry out decisions affecting the affairs of the Association.
- iv. The President, or in his absence, any of the Vice-Presidents, shall chair at meetings of the Management Committee or failing all of them, the Management Committee members present shall choose one of their numbers to be Chairman of that meeting of the Management Committee.
- v. Decisions of the Management Committee shall be adopted by a simple majority of the votes of members of the Management Committee present and voting. In the event of an equality of votes, the Chairman of the Meeting shall have a casting vote.
- vi. With the exception of the General Manager, each member of the Management Committee shall have one (1) vote at Management Committee Meetings.
- vii. A Management Committee member may participate at a Management Committee meeting by conference telephone or by means of similar communication equipment whereby all persons participating in the meeting are able to hear or otherwise communicate with each other. Such Management Committee member shall be deemed to be present at, and count in the quorum for, the meeting. Such a meeting of the Management Committee shall be deemed to take place where the largest group of Management Committee members present for purposes of the meeting is assembled or, if there is no such group, where the President is present.
- viii. A resolution in writing signed by all Management Committee members shall be as effective as a resolution passed at a Management Committee meeting duly convened and held and may consist of several documents in the like form each signed by one or more of the Management Committee members. The expressions "in writing" and "signed" include

# CONSTITUTION OF SINGAPORE ATHLETIC ASSOCIATION

Approved by ROS on 12 September 2018

approval by telex, telefax, cable, telegram or any form of electronic communication by any such Management Committee member.

- ix. Minutes shall be kept of all the Management Committee proceedings by the Honorary Secretary and shall be open to the inspection of any Member and member of the Management Committee on at least one (1) week's written notice to the Honorary Secretary.

## **b) Notice of Management Committee Meetings**

At least seven (7) calendar days' notice of written notice of a Management Committee Meeting shall be given provided that the President may direct that an emergency meeting be called at shorter notice.

## **c) Quorum Of Management Committee Meeting**

- i. No business shall be transacted at any Management Committee Meeting unless a quorum of not less than half of the members is present.
- ii. The Management Committee shall not be precluded from holding a meeting or acting on a matter merely by reason of any vacancy in its membership.

## **RULE 11 DUTIES & POWERS OF THE MANAGEMENT COMMITTEE**

### **a) Residual Power of the Management Committee**

The Management Committee shall have full power to decide any question relating to the management of the Association and all questions arising out of or not covered by any rule, bye-law, regulation or this Constitution, and such decision shall be final and binding, unless and until altered or reversed by resolution of the Members at a General Meeting. It may exercise all such powers as are not, by any applicable law in Singapore or by this Constitution, required to be exercised by the Members.

### **b) Constitution of Sub-Committees**

Without prejudice to the generality of RULE 11(a) herein, the Management Committee may constitute Sub-Committees consisting of such member or members of their body or to co-opt from the general body of Members, and if necessary, professional persons or persons with special expertise and delegate to such Sub-Committees part of their powers and duties as they think fit, and any Sub-Committee so formed shall, in the exercise of the powers so delegated:-

- i. Conform with any regulations that may be imposed on them by the Management Committee;
- ii. In relation to the meetings and proceedings of any such Sub-Committee, be governed by the provisions of this Constitution or any byelaws regulating the meetings and proceedings of the Management Committee, so far as the same are applicable and are not superseded by any regulations made by the Management Committee hereunder; and
- iii. Report their proceedings and decisions to the Management Committee.

# CONSTITUTION OF SINGAPORE ATHLETIC ASSOCIATION

Approved by ROS on 12 September 2018

- iv. The term of all subcommittees shall be coterminous with that of the Management Committee.

## c) Employment of Secretariat Team

The Management Committee may:

- i. Appoint a General Manager, for such a term and at such remuneration as it thinks fit, who shall be responsible to the Management Committee for the day-to day administration of the affairs of the Association in accordance with the directions of the Management Committee, who may delegate to such General Manager all or such of their administrative powers as they deem necessary for the full and proper conduct and administration of the Association. Subject to the provisions of any contract of service between the Association and the General Manager, the Management Committee may remove him at any time and appoint some other person in his place;
- ii. Appoint and dismiss other employees and servants of the Association; and
- iii. All employees of the Association shall not be reprimanded directly by any member or Management Committee member other than by persons so authorised by the Management Committee.

## d) Disciplinary Powers

Without prejudice to the generality of RULE 11(a) herein, the Management Committee shall have power to:

- i. Take disciplinary action on the recommendation of the Disciplinary Standing Sub-Committee;
- ii. Warn, reprimand, fine, put on probation, suspend for a stated period of time or expel anyone infringing the Association's Rules of Eligibility and Ethics applicable to him at such time or who is guilty of misbehavior or unfair practices;
  - ii) aa. An Affiliated Member that is found, whether on its own, through an authorised representative or through any other Member, or any Management Committee member to have acted in the following manner
    - infringed the Constitution, the Association's rules, regulations, bye-laws or rules for competitions that it may implement from time to time;
    - failed or neglected to suppress open betting at any meeting under its control; and/or
    - misbehaved or dealt in unfair practices of any kind;
  - ii) ab. Anyone who is guilty of misbehaviour or unfair practices
  - ii) ac. Any Member whom the Management Committee considers to have been constantly inactive in the activities of the Association and

# CONSTITUTION OF SINGAPORE ATHLETIC ASSOCIATION

Approved by ROS on 12 September 2018

“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”;

- iii. Call upon any Affiliated or Associate Member, against whom a definite charge has been lodged to produce its books and any other documents for inspection, failure of which shall be regarded as misbehaviour;
  - iv. 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
  - v. Enforce the applicable laws, rules and regulations on doping as set out in Rule 15.
- e) Enforce and deal with any infringement of laws, rules and/or regulations relating to Athletics and competitions.

## f) Conflict of Interest

The Management Committee Members shall declare their business, commercial and/or personal interests and any form of conflict of interest that may directly affect athletics and or the sport or management of the Association at the earliest opportunity and in any event within three (3) weeks from being elected or appointed to office and subsequently as and when necessary.

- i. Without prejudice to the generality of RULE 11(e)(i) herein, whenever a Management Committee member or a person connected with a Management Committee member has a personal interest in a matter to be discussed at a meeting, the Management Committee member must:-
  - ii) aa. declare his interest before the discussion on the matter begins;
  - ii) ab. withdraw from the meeting for that item (unless the other Management Committee members who do not have any such interest in the matter decide otherwise) and not participate in the discussions;
  - ii) ac. not be counted in the quorum during that part of the meeting; and
  - ii) ad. withdraw during the vote and have no vote on the matter
- iii. For the Purposes of this **Rule 11e** herein , a person is connected with a Management Committee member if that person is a child , sibling , parent , spouse , spouse's parent , spouse's sibling , grandparents or grandchild of such management Committee

## RULE 12 POWER TO MAKE BYE-LAWS

The Management Committee shall have the sole and unfettered discretion to enact bye-laws that do not contradict the letter or spirit of the Rules in this Constitution. Such bye-laws, and any amendments thereto made by the Management Committee, shall come into effect upon publication in the Association's website to consider and decide on appeals for reinstatement under its laws, rules and

# CONSTITUTION OF SINGAPORE ATHLETIC ASSOCIATION

*Approved by ROS on 12 September 2018*

bye-laws, any athlete who has rendered himself ineligible to compete under those laws, rules and bye-laws.

## **RULE 13 MEDIATION AND DISCIPLINARY STANDING COMMITTEE**

### **a) Mode of Complaint**

- i. All complaints shall be made in writing (written or printed or by electronic means) to the Honorary Secretary who, if unable to deal with them, shall submit to the Management Committee whose decision shall be final.

### **b) The Disciplinary Standing Committee**

- i. Upon receipt of a complaint made against a Member, a Management Committee or Sub-Committee member, employee of the Association, an athlete, a coach, or an official (hereinafter known as the "Respondent"), the Management Committee may refer the complaint to a Disciplinary Standing Committee on such terms as it deems fit.
- ii. There shall be at least three (3) members appointed by the Management Committee to sit as members of the Disciplinary Standing Committee, at all times. At all times for the purpose of hearing conducted by the Disciplinary Standing Committee, there must be at least three (3) members of the Disciplinary Standing Committee conducting the said hearing

### **c) Mediation**

Upon receipt of a complaint referred by the Management Committee, the Chairperson of the Disciplinary Standing Committee (or in the Chairperson's absence, the Deputy Chairperson) may, in the Chairperson's discretion, appoint a member from the Association's Panel of Mediators, or any other recognised panel of mediators, to act as a mediator who shall attempt to mediate between the parties involved in order to resolve the disputes or differences that have given rise to the complaint. The appointed mediator shall have the power to require the parties involved (including any employees of the Association to attend before the mediator for the mediation process). For the avoidance of doubt, this shall not amount to any obligation on the part of any party involved, to attempt mediation or to agree to mediation as a means of resolving their disputes or differences. The appointed mediator shall report the outcome of the mediation to the Chairperson of the Disciplinary Standing Committee, who shall in turn inform the Management Committee of the same if the said mediation is successful or proceed to convene a hearing of the complaint in accordance with this Rule.

### **d) Disciplinary Hearing**

- i. In the event that the mediation (pursuant to RULE 13(d) herein) fails for any reason whatsoever, or in the event that the Chairperson (or the Deputy Chairperson, as the case may be) of the Disciplinary Standing Committee, in the Chairperson's discretion, deems that the mediation shall not be appropriate for the resolution of the disputes or differences that have arisen in the complaint, the Disciplinary Standing Committee shall convene a hearing to consider and decide on the

# CONSTITUTION OF SINGAPORE ATHLETIC ASSOCIATION

*Approved by ROS on 12 September 2018*

complaint. The Disciplinary Standing Committee shall give all parties involved a minimum of twenty-one (21) days' written notice to attend the hearing. In this notice to the member who is the subject of the complaint, sufficient particulars of the complaint shall be provided to the member who shall be given sufficient opportunity to reply to the issues in the complaint in writing prior to the said hearing. If any member or party refuses or fails to attend the hearing, the Disciplinary Standing Committee shall nevertheless proceed in his absence. For the avoidance of doubt, the Disciplinary Standing Committee shall have the power to determine the manner of conduct of the hearing including but not limited to the power to postpone or adjourn the hearing if it deems fit to do so.

- ii. The Disciplinary Standing Committee may recommend to the Management Committee to suspend all or any of the privileges of the Respondent, or any such person who is the subject of the complaint, for such period as it deems fit or until the hearing has been held and duly decided, whichever is earlier.
- iii. At the conclusion of the hearing held to decide on the complaint, the Disciplinary Standing Committee shall decide whether the Respondent and/or such person who is the subject of the complaint, involved has infringed or broken any provision of the rules, regulations, bye-laws, code of conduct, or any other related rules and regulations of the Association, or has acted in a manner prejudicial to the interests or the good name of the Association. The Disciplinary Standing Committee shall have the power to recommend:-
  - aa. Expel such Respondent, or any such person who is the subject of the complaint, from the membership of the Association, if any, if such Respondent, or any such person who is the subject of the complaint, has, in its opinion, acted or conducted in such manner rendering such member unfit for membership in the Association, if any;
  - ab. Suspend all or any of the privileges of such Respondent, or any such person who is the subject of the complaint, for any period not more than two years from the date of such decision;
  - ac. Impose on such Respondent, or any such person who is the subject of the complaint, a penalty not exceeding S\$3,000.00;
  - ad. Censure the Respondent, or any such person who is the subject of the complaint;
  - ae. Give written and/or oral warnings to such Respondent, or any such person who is the subject of the complaint, in respect of his/her conduct or action in the complaint;
  - af. Require the Respondent, or any such person who is the subject of the complaint, to give such undertaking as the Disciplinary Standing Committee thinks fit to abstain in future from the conduct complained of;



# CONSTITUTION OF SINGAPORE ATHLETIC ASSOCIATION

*Approved by ROS on 12 September 2018*

- ag. Dismiss the complaint made against such Respondent, or any such person who is the subject of the complaint, on such terms as it deems fit; and/or
- ah. Make any other order as it deems just and equitable to do so in the circumstances.

## **e) Decision by the Management Committee**

- i. The Disciplinary Standing Committee shall, as soon as it reaches the decision as mentioned in the preceding provision, inform the Management Committee of its decision. The Management Committee shall direct the Honorary Secretary to inform the parties involved of the decision of the Disciplinary Standing Committee, in writing. For the avoidance of doubt, the Management Committee shall have the power to publish the outcome of the hearing to Members in any media of communications, inter alia the website of the Association.
- ii. Notwithstanding RULE 13(b), RULE (13)(c) and RULE 13(d) herein, the Management Committee shall have the power to review and alter any recommendation of the Disciplinary Standing Committee as mentioned in RULE 13(d) herein. For the purpose of such review, the Management Committee shall have the power to review all documents of the proceedings and may in its discretion require such evidence as it deems fit. Upon completion of such review, the Management Committee shall inform the Disciplinary Standing Committee of its decision and shall proceed to notify the parties involved of the decision in writing accordingly.
- iii. Notwithstanding anything in RULE 13 herein, the Management Committee shall have the power to hear and decide on any complaint without referring the complaint to the Disciplinary Standing Committee. In this regard, the Management Committee may exercise all or any of the powers of the Disciplinary Standing Committee as stated in RULE 13 herein.

## **f) Appeal**

- i. Upon request by the losing party, the Management Committee in its discretion may set up an Appeals Panel to hear and determine appeals from any decision of the Management Committee.
- ii. Such an Appeals Panel, which shall not include any member of the Management Committee or the Disciplinary Standing Committee, shall hear any appeal or application in accordance with the procedures set out in the rules governing such appeals and applications.

## **g) Court of Arbitration for Sports**

# **CONSTITUTION OF SINGAPORE ATHLETIC ASSOCIATION**

*Approved by ROS on 12 September 2018*

Any decision made by the Appeals Panel may be submitted exclusively by way of appeal to the Court of Arbitration for Sport in Lausanne, Switzerland, which will resolve the dispute definitively in accordance with the Code of sports-related arbitration. The time limit for appeal is twenty-one (21) days after the reception of the decision concerning the appeal.

## **RULE 14 MEDIA**

No press release in the name of the Association may be made without the previous sanction of the Management Committee. In the case of urgency the General Manager shall be entitled to do so but the Management Committee shall be kept informed as soon as possible.

## **RULE 15 ATHLETE SELECTION STANDING COMMITTEE**

- a) Any dispute regarding 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, appointed by the Management Committee, whom it considers 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.
- b) Any notice of dispute or appeal must be submitted, within seven (7) calendar days of 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) calendar days from receipt of such notice.

## **RULE 16 INCORPORATION OF THE CONSTITUTION OF THE INTERNATIONAL ASSOCIATION OF ATHLETICS FEDERATIONS (IAAF), THE IAAF COMPETITION RULES (IAAFCR) & IAAF PROCEDURAL GUIDELINES FOR DOPING CONTROL**

Insofar as they do not contradict the spirit and letter of this Constitution, the Association formally adopts the rules, regulations, procedures and/or guidelines as set out under the IAAF Constitution, IAAFCR and any other related documents (such as may be amended or varied from time to time), inter alia:-

- a) Rule 7 of the IAAFCR concerning athletes' representatives;
- b) Rule 20 of the IAAF Constitution
- c) Rule 60 of the IAAF Disputes and Disciplinary Proceeding Rules; and
- d) The IAAF Anti-Doping Rules.

## **RULE 17 ACCOUNTS**

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

# CONSTITUTION OF SINGAPORE ATHLETIC ASSOCIATION

Approved by ROS on 12 September 2018

## RULE 18 BOARD OF TRUSTEES

- a) The Management Committee shall appoint the Board of Trustees comprising three (3) members who shall be of good social standing (hereinafter called "the Trustees"). The Management Committee shall have full discretion in the appointment, substitution or removal of the Trustees.
- b)
  - i. The Trustees shall be responsible for safeguarding the immovable properties of the Association, if any and ensuring that they are properly accounted for and shall not dispose of any of the immovable properties of the Association without the prior approval of the Members at a General Meeting. The address of each immovable property, name of each trustee and any subsequent changes must be notified to the Registrar of Societies and Commissioner of Charities.
  - ii. The Trustees shall be indemnified against any risk and for expenses incurred.

## RULE 19 AUDIT

The Association shall at each Annual General Meeting of the Association appoint an accredited External Auditor who audit each year's accounts and examine internal 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 20 PLACE OF BUSINESS

The place of business of the Association shall be **3 Stadium Drive #01-33 Singapore Sports Hub, Singapore 397630** or such other place as may be decided by the Management Committee and approved by the Registrar of Societies from time to time.

## RULE 21 RESIGNATION

An Affiliated Member may resign from the Association by giving 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 31<sup>st</sup> of March shall be liable for the ensuing year's subscription fees.

## RULE 22 SUSPENSION AND EXPULSION

- a) Without derogation from the powers of the Management Committee specified in RULE 5(d) and RULE 7(f)(iii) herein shall have power to suspend or remove from membership any Member whose subscription is **three (3) months** in arrears, provided that **one (1) month's** written notice shall have been sent by registered post to the Honorary Secretary or Secretary of such Member or to the last known address of such Member, as the case may be, informing him of the proposed action of the Management Committee.

# CONSTITUTION OF SINGAPORE ATHLETIC ASSOCIATION

*Approved by ROS on 12 September 2018*

- b) Any Member so suspended or removed from membership and the individual members thereof shall be disqualified from competing at any event held under the auspices of or sanctioned by 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 reason why the Member should be reinstated.

## **RULE 23 PROHIBITIONS**

The Association shall not:

- 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 persons of bad characters into the Association's premises;
- c) utilize its funds to pay the fines of any Member and/or its authorized representatives who have 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 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;
- 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; and/or
- i) being the governing body for Athletics in Singapore, create or operate branches or other sports organizations that is affiliated to the Association, whether in Singapore or overseas.

# **CONSTITUTION OF SINGAPORE ATHLETIC ASSOCIATION**

*Approved by ROS on 12 September 2018*

## **RULE 24 AMENDMENT OF CONSTITUTION**

- a) The Association shall not amend its Constitution without the prior approval in writing of the Registrar of Societies and the Commissioner of Charities. No alteration or addition/deletion 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.
- b) Any proposal to amend the Constitution shall be made in writing to the Honorary Secretary at least thirty (30) days before the General Meeting.
- c) The proposed amendments shall be circulated to Members residing in Singapore at least seven (7) days before the General Meeting.

## **RULE 25 EMBLEM AND COLOURS**

The emblem of the Association shall be the lion head consisting of red and gold strokes. The colours of the Association shall be red and white

## **RULE 26 DISSOLUTION**

- a) The Association shall not be dissolved except with the consent of not less than three-fifths (3/5ths) of the Members eligible to vote and for the time being resident in Singapore expressed either in person or by proxy at a General Meeting convened for this purpose.
- 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 any remaining funds shall be transferred to approved institutions of a public character and/or registered charities, as defined by the relevant legislations in Singapore.
- c) A Certificate of Dissolution shall be given within seven (7) calendar days of the dissolution to the Registrar of Societies and Commissioner of Charities.