

**CONSTITUTION FOR**  
**SINGAPORE MODERN PENTATHLON ASSOCIATION**

---

**Rule 1 DEFINITIONS**

In this Constitution these words shall have the meaning set opposite to them:

- a) “Act” means the Societies Act (Cap.311) and any subsidiary legislation made pursuant to the Act.
- b) “Association” or “(Abbrev.)” means Singapore Modern Pentathlon Association (SIMPA).
- c) “Constitution” means this Constitution, together with all 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 relevant International Association / Federation / Organizations.
- d) “Financial Year” means the period from 1 April to 31 March, with 31 March being the close of the Financial Year of the Association.
- e) “General Meetings” means an Annual General Meeting or an Extraordinary General Meeting.
- f) “Executive Committee” or “EC” means the governing council established under Rule 11.
- g) “Member” or “Members” means an Ordinary Affiliate Member and any other class of members which the Executive Committee of the Association deems fit to recognize.
- h) “Month” means calendar month.
- i) “Special Fund” means a fund in which the capital of the Association is invested for the purpose of developing the Sport in Singapore. The interest earned from such investment(s) shall be utilized by the Association for effecting improvements to and promoting the Sport.
- j) “Sport” means the sport of modern pentathlon and shall include swimming, running, shooting, fencing and horse-riding.
- k) Words denoting the singular include the plural and vice versa.
- l) Words importing the masculine gender include the feminine gender.

- m) Unless the context otherwise requires, words or expressions contained in this Constitution shall bear the same meaning as in the Act.
- n) All headings and notes are inserted for convenience only and shall not affect the construction of the Constitution.
- o) This Constitution is to be read in conjunction and interpreted in accordance with the Interpretation Act (Cap.1), the Act and the provisions of the Code of Governance for Charities & Institutions of a Public Character (“**IPC**”) (which terms are for the avoidance of doubt expressly incorporated into the Constitution).

## **Rule 2 TITLE**

The Association shall be called “Singapore Modern Pentathlon Association (SIMPA)”.

## **Rule 3 MISSION AND OBJECTIVES**

The Mission and Main Objects of the Association are as follows:

- (a) The Mission of the Association is to further and improve the sport of modern pentathlon and promote the interest of pentathletes in Singapore.
- (b) The Association shall plan and promote the Sport of modern pentathlon in Singapore for both competitive and recreational purposes.
- (c) The Association shall co-ordinate the activities of and to facilitate co-operation among all the sports organizations in relation to the Sport in Singapore.
- (d) The Association shall co-ordinate, in consultation with the Singapore Sports Council, the sports activities relating to the Sport in Singapore.
- (e) The Association shall encourage and organize, in consultation with the Singapore Sports Council and the Singapore National Olympic Council, international and other competitions relating to the Sport.
- (f) The Association shall seek affiliation with the relevant international bodies governing the Sport and shall co-operate with them fully.
- (g) The Association shall set rules, uniform standards and take all necessary steps to regulate the Sport in Singapore.
- (h) The Association shall establish safety standards, discipline and standard operating procedures to enable the smooth and practical administration of the Sport in Singapore and enhance its enjoyment for all participants.

- (i) The Association shall take steps to train and provide accreditation for coaches in the Sport.
  - (j) The Association shall take steps to organize and conduct activities to raise the public awareness and education regarding the Sport.
  - (k) The Association shall encourage the formation of clubs engaging in the Sport and to provide any guidance and assistance full participation and integration into the sporting community.
  - (l) The Association may 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.
  - (m) The Association may do all such acts and things within the laws of Singapore as are incidental or conducive to the attainment of the above stated mission and objects.
- 3.1 The place of business of the Association shall be at “518 Clementi Avenue 3 Clementi Sports Hall Singapore 129907”, or such other place as may be decided by the Executive Committee and approved by the Registrar of Societies from time to time. The Association shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.
- 3.2 The Postal Address of the Association shall be at the same as indicated in Rule 3.1.

#### **Rule 4 MEMBERSHIP**

##### 4.1 Membership by Affiliation

Membership shall be by way of affiliation only. Any pentathlon organization in Singapore, or any organization sharing the mission and objectives of the Association, may be admitted to membership of the Association upon making a written application for affiliation in accordance with these rules.

##### 4.2 Ordinary and Associate Affiliates

There shall be 2 categories of membership:

- (a) Ordinary Affiliate membership is open to societies/clubs registered with the Registry of Societies, sports associations under any school or educational institution registered with the Ministry of Education in Singapore, and any company or business registered with the Accounting and Corporate Regulatory Authority in Singapore;
- (b) Associate affiliate membership is open to other organizations or

individuals which do not qualify for Ordinary Affiliate membership.

#### 4.3 Application for Affiliation

- 4.3.1 An application for affiliation to the Association shall be made in writing and signed by the Secretary-General or other responsible official of the applicant body and forwarded to the Executive Committee of the Association together with a copy of its rules or articles, where applicable.
- 4.3.2 Application for affiliation shall be considered by the Executive Committee who may, at its discretion, accept or reject the same without assigning any reasons for its decisions.
- 4.3.3 Application for affiliation shall constitute an agreement by the applicant body and by every official, constituent official and affiliate or member thereof to be subject to and bound by this Constitution and any bye-laws made by the Association.

#### 4.4 Duty of Affiliate

An Affiliate shall take all necessary and proper steps to obtain the consent and acquiescence of all its officials, constituent officials and affiliates or members to being bound by these rules and any bye-laws made hereunder.

#### 4.5 Notice of Affiliation

- 4.5.1 Immediately upon election, written notice thereof shall be given to the applicant and it shall be furnished with a copy of these rules and any bye-laws made hereunder.
- 4.5.2 The applicant shall also be informed of the status of its affiliation i.e. whether it is an Ordinary Affiliate or an Associate Affiliate. An Affiliate shall pay its first annual subscription fee on a pro rated basis, calculated on a monthly basis from and including the month in which the written notice of affiliation is given, to the end of the then current financial year of the Association.

#### 4.6 Effect of ceasing to be an Affiliate

Any Affiliate shall upon ceasing to be an Affiliate be forfeit of all rights privileges and claims upon the Association, its property and funds.

### **Rule 5 SUBSCRIPTION**

#### 5.1 Rate of Subscription

An Ordinary Affiliate shall pay an annual subscription of S\$240.00 and an Associate Affiliate shall pay an annual subscription of S\$120.00.

## 5.2 Variation of rate of Subscription

The rate of annual subscription may only be varied by a General Meeting of the Association. Any special subscription for particular purposes may only be raised from Affiliates with the consent of a General Meeting of the Association.

## 5.3 Payment of Subscription

Subscriptions are payable without demand and/or notice in advance within the first month of the financial year of the Association.

## 5.4 Arrears of Subscription

If an Affiliate falls into arrears with its subscription or other dues, the Executive Committee shall be entitled to give written notice to the member to settle its subscription or other dues within 30 days from the date of such notice. If it fails to settle its arrears within the time limited, the Executive Committee may order that it be denied the privileges of membership until it settles its accounts and in addition, the Executive Committee shall be entitled to impose an administrative fee of S\$50. If it fails to settle its accounts within 6 months from the date of the aforementioned notice, the Executive Committee may order that it be struck off as a member of the Association.

## 5.5 Reinstatement after Striking Off

Any Affiliate who is struck off by virtue of Rule 5.4 above may only apply for reinstatement of its affiliation/membership after it has settled its past accounts in full and upon payment of a reinstatement fee of S\$300.00. No Affiliate who is struck off by virtue of Rule 5.4 may apply for new affiliation/membership in the Association.

## **Rule 6 OTHER CLASSES / LEVELS OF INVOLVEMENT**

6.1 The Association may in its discretion create such other class or level of involvement to encourage / recognize /acknowledge the special contributions of various individuals to the Association. However, all such classes or levels of involvement shall not confer on such individual any voting rights or rights to management within the Association.

## **Rule7 REGISTER OF MEMBERS**

7.1 The Association shall maintain a register of members, which shall be kept at the registered office of the Association.

7.2 The register shall be open to the inspection of any member without charge and of any other person on payment of a nominal inspection fee of S\$1.00 for each inspection.

- 7.3 Any member or other person may request the Association to furnish him with a copy of the register, or of any part thereof, but only so far as it relates to names and addresses, on payment in advance of \$1.00 for every page thereof required to be copied and the Association shall cause any copy so requested by any person to be sent to that person within a period of 21 days commencing on the day after which the request is received by the Association.

## **Rule 8 GENERAL MEETING**

- 8.1 An Annual General Meeting of the Association shall be held once every year. All other General Meetings of the Association shall be Extraordinary General Meetings.
- 8.2 The AGM shall transact the following business (“**the Mandatory Reports**”):
- a) The consideration and approval of the audited accounts, balance sheets and the report of the President, Treasurer and the Auditors.
  - b) The consideration and approval of the Annual Report of the Association, which must cover the following aspects:
    - (i) Performance for the year (eg. Medals won in major games, other competitive achievements, number of participants, ranking);
    - (ii) Progress of elite and developmental programmes;
    - (iii) Financial reports;
    - (iv) Comments on adequacy of internal controls; and
    - (v) Disclosure of material information by EC.
  - c) Copies of all the Mandatory Reports must be given to the Singapore Sports Council expeditiously.
- 8.3 All other business transacted at an AGM or extraordinary general meeting that is not included in the categories stated above shall be deemed to be special.
- 8.4 The Honorary Secretary shall give not less than fourteen (14) 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.
- 8.5 The Executive 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. No Extraordinary General Meeting shall be

convened for the same purpose within six (6) months following.

- 8.6 The Secretary shall give not less than fourteen (14) clear days' written notice of intention to hold an Extraordinary General Meeting specifying the nature of the business as well as the 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.

## **Rule 9 RESOLUTIONS**

- 9.1 The Executive Committee may cause any resolution to be tabled at a General Meeting by including it in the agenda for that meeting.
- 9.2 An Ordinary Affiliate 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 Ordinary Affiliates.
- 9.3 Resolutions involving amendments to the Constitution shall be dealt with in accordance with the provisions of this Constitution.

## **Rule 10 QUORUM**

- 10.1 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 at least one-third (1/3) of those entitled to vote or at least three (3) members whichever is greater.
- 10.2 If after half an hour from the time appointed for the holding of the Annual General Meeting, a quorum is not present, the Ordinary Affiliates 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.
- 10.3 A requisitioned Extraordinary General Meeting that fails to obtain a quorum shall stand cancelled.
- 10.4 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 11 VOTING AT GENERAL MEETING**

11.1 Persons entitled to attend and vote at General Meetings of the Association shall be:

- (a) Members of the Executive Committee ("Officials");
- (b) 1 delegate nominated by each Ordinary Affiliate;

All persons entitled to attend and vote at General Meetings of the Association must be persons 21 years of age and above on the date of that General Meeting.

11.2 Any Ordinary Affiliate or Associate Affiliate that has amongst its members persons who are less than 21 years of age ("Junior Members") may in addition to the delegate(s) that it is entitled to nominate, nominate from amongst its Junior Members 1 person to attend a General Meeting of the Association as an observer but such a person shall not be entitled to vote at the said General Meeting.

11.3 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 of the meeting shall have the casting vote.

11.4 Election for the Executive 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. The election process shall be governed by the bye-laws as promulgated in this respect.

11.5 The Executive Committee shall, within six (6) weeks prior to an Annual General Meeting, evaluate the performance and contribution of an Associate Affiliate 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.

11.6 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 Ordinary Affiliate that has not paid its subscription fees will be deemed to have forfeited his right to vote.

11.7 For the avoidance of any doubt, except for the right to a casting vote given to the Chairman of the meeting, each person entitled to vote shall have only one vote even though he may attend in more than one capacity.

11.8 Delegates

11.8.1 Each Affiliate entitled by these Rules to appoint a delegate or delegates shall in writing nominate a person or persons to be such delegate or delegates. Such



- delegate must be a member of the Affiliate nominating him. Notification of such nomination may be handed to the Secretary-General at anytime, but must be before the meeting which such delegate desires to attend is due to commence.
- 11.8.2 Any delegate so nominated shall continue to be the delegate of such Affiliate until such time that the Affiliate lodges a notice in writing to the Secretary-General to inform that he is no longer a delegate and nominate a new delegate.
- 11.8.3 Any delegate may in writing addressed to the Chairman of a General Meeting appoint a substitute for that General Meeting and its adjourned meeting (if any).
- 11.8.4 The vote of any delegate or substitute who has not been nominated or appointed as aforesaid shall not be valid.

## **Rule 12 EXECUTIVE COMMITTEE (“EC”)**

- 12.1 The nomination of an individual to any position on the EC shall be made in writing, specifying the name, NRIC / Passport number, address, be signed by the person submitting the nomination and countersigned by a seconder. Such nomination in writing shall be submitted to the registered office of the Association no later than seven (7) working days before the date of the proposed meeting at which elections are proposed to be conducted. If no nomination for any particular position is received within the deadline, there shall be no election for that particular position on the appointed date and the election for that particular position shall be carried over to another date to be fixed.
- 12.2 The EC shall fairly represent the views and interests of its members and shall comprise not less than 50% individuals who are Singapore Citizens or Permanent Residents to fill the following positions:
- (a) President;
  - (b) Vice-President;
  - (c) Secretary;
  - (d) Treasurer;
  - (e) One head for each of the Audit Committee, Programmes and Services Committee and the Funding Committee;
  - (f) At least five (5) committee members (being one representative each based on the minimum number of Ordinary Affiliates) up to a maximum of ten.
- 12.3 The EC may in their discretion, co-opt other members or individuals to attend and participate at meetings of the EC.
- 12.4 The EC may in their discretion, set up other committees as they deem necessary to ensure good governance and effective administration, as well as co-opt other members or individuals to attend and participate at meetings of the EC.
- 12.5 To ensure leadership renewal and regeneration, the tenure of the EC shall be as follows:

- (a) The Treasurer is only allowed to serve for a maximum of two (2) consecutive terms. Further re-appointment to the position of Treasurer can be considered after a lapse of at least one (1) year.
- (b) The President shall serve a maximum of four (4) consecutive terms.
- (c) Induction of new EC members shall be at a suitable pace for self-renewal and succession.

12.6 Any person who does not meet the criteria set out below shall be ineligible to be nominated to the EC. The qualities required of an EC Member are:

- (a) As a minimum, the EC Member must be of sound mind, and must not be an undischarged bankrupt (whether adjudged by a Singapore Court or a foreign court having jurisdiction in bankruptcy) or possess a criminal record for crimes involving criminal breach of trust, fraud, theft or similar offences which call into question the character and integrity of the individual.
- (b) The EC Member should possess the core competencies necessary to contribute to effective governance of the Association.
- (c) Preferably, the EC Member should not be an immediate family member related by blood or marriage to any other EC member. (In any event, not more than half of the EC shall be family members related by blood or marriage.)
- (d) The EC Member should not hold any paid executive position in the Association or in the member organization during his tenure on the EC.
- (e) The EC 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 EC upon his appointment and subsequently as and when they arise.

12.7 A Committee Member may be disqualified and removed from the Executive Committee if he has conducted himself in any one of the following ways:-

- (i) absented himself more than 60% of all EC Meetings during the tenure without providing a valid reason to the Executive 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 Executive Committee considers to be incompatible with the interests and/or image of the Association.
- 12.8 Upon disqualification as a Committee Member, the Ordinary Affiliate whom he represents, shall cease to be eligible to be represented on the Executive Committee.
- 12.9 A position in the EC shall become vacant when the EC Member resigns from or becomes disqualified from so acting.
- 12.10 If a Committee Member resigns or is removed during his tenure of office or is disqualified from holding office, the EC 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.
- 12.11 The EC may appoint such Standing Committees and Sub-Committees as they deem necessary to oversee the specific aspects of the Association's activities.
- 12.12 The Chairman of any Standing or Sub-Committee shall at all times, be a member of the Executive Committee. A Committee Member shall not normally serve in more than four (4) Standing or Sub-Committees except as approved by the Executive Committee.
- 12.13 Only an authorized representative of an Affiliated Member may be nominated for election to the Executive Committee.
- 12.14 Each elected member of the EC shall have one (1) vote at EC Meetings except that the President shall have the casting vote where there is an equal division of votes cast.
- 12.15 An absent EC Member may write or call in to vote on matters to be resolved at a Committee Meeting or in the alternative, a EC Member may choose to vote by proxy provided that formal authorization for attending a EC Meeting is given in advance.
- 12.16 EC Members shall not hold salaried positions within the Association. The EC Members shall serve on the EC without remuneration. They may, only after due approval has been obtained at an EC meeting, be allowed to receive reimbursement for out of pocket expenses directly related to the service.
- 12.17 Any change in the Executive Committee shall be notified to the Registrar of Societies and the Commissioner of Charities within two weeks of the change.

### **Rule 13 EXECUTIVE COMMITTEE MEETINGS**

- 13.1 Each elected EC Member shall be entitled to one vote. Co-opted EC Members will not be entitled to vote on any matter. All matters shall be put to a vote by show of hands and shall be decided by a simple majority. In the event of an

- equality of votes, the President shall have the second or casting vote.
- 13.2 At least seven (7) clear days' notice of intention to hold an EC Meeting shall be given provided that the President may direct that an emergency meeting be called at shorter notice.
  - 13.3 The EC shall meet at least once every four (4) months to transact any business that may arise and each EC Member shall make every effort to attend all board meetings with a minimum attendance rate of not less than 60% during their tenure and shall not be absent without submitting valid reason(s) in writing.
  - 13.4 The quorum necessary for the transaction of any business by the EC shall be at least one-third of the all the EC Members who are vested with voting rights or three EC Members (whichever is the greater number). The President shall preside over every meeting of the EC and if the President is unable to attend on the day of any meeting, the meeting shall be adjourned to the next available day. If the President is unable to attend for a prolonged period of time, the Vice-President shall preside over the meeting at the next available day.
  - 13.5 The President, Honorary Secretary and Honorary Treasurer shall be ex-officio members of all Standing and Sub-Committees.
  - 13.6 The Honorary Secretary shall cause to be kept, full and proper minutes of meetings and proceedings of all EC Meetings, particularly of information relating to decisions, approvals and other material information.

#### **Rule 14 DUTIES AND POWERS OF THE EXECUTIVE COMMITTEE**

- 14.1 The EC shall ensure that the defined roles and functions, including the Key Performance Indicators, of each EC Member are clearly set out in a written statement, a copy of which shall be submitted to the Singapore Sports Council.
- 14.2 The EC shall ensure compliance by the Association of all prevailing applicable laws, rules and regulations.
- 14.3 A EC Member shall declare any business, commercial or personal interest that he may have on any issue or matter before the EC and he shall abstain from participating in any discussion or voting on that issue or matter.
- 14.4 The duties of the EC shall include the following:
  - (a) To set out and publicize clear written policies for membership applications and to establish an appeals process for memberships that are rejected;
  - (b) To set out and publicize clear written policies for the election of EC Members;

- (c) To set out and publicize clear written policies defining the roles, responsibilities and key performance indicators for EC Members;
- (d) To set out and publicize clear written policies defining the roles, responsibilities and key performance indicators for all executive and staff functions (both paid and on volunteer basis) within the Association;
- (e) To establish fair and transparent human resource policies;
- (f) To develop and approve a strategic plan to ensure that the Association operations and programmes are directed to achieve the stated mission and objects;
- (g) To ensure adequate resources for the operations and programmes and that these are effectively and efficiently managed;
- (h) To set up a transparent sportsman selections procedure for the Sport in Singapore which shall be submitted to the Singapore Sports Council for approval before it is implemented. The sportsman selections procedure shall include an independent appeals process;
- (i) To set out, document and ensure the proper administration of internal financial controls for the Association including but not limited to procurement procedures and controls, quotations / tender process, receipting and payment procedures, and maintenance of an asset register for the Association;
- (j) To set out and publicize clear written policies relating to the proper management of conflict of interest including but not limited to the situations of Contracts with Vendors, vested interest in Joint Ventures or in other organizations that have dealings with the Association, Recruitment of staff which have close relations, issues of remuneration / corrupt practices / giving and receiving of corporate gifts, and situations where the Association may be simultaneously operating as a sports club for the Sport;
- (k) To ensure that key Association information such as up to date information on its programmes, activities and finances are accurate and easily accessible to the public and to regulators;
- (l) To ensure that the Association has in place an evaluation system to measure the effectiveness and efficiency of the Association programmes and their outcomes in line with the stated mission and objects;
- (m) To establish special committees involving as many stakeholders of the Sport in Singapore to oversee development in key areas;

- (n) To co-opt such individuals with international status, recognition or experience, into the Executive Committee with no voting rights;
- (o) To appoint or approve referees, judges, time-keepers, and other officials;  
and
- (p) To accept affiliation with any international bodies.

14.5 The powers of the EC shall include:

- (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 misbehavior or unfair practices;
- (iii) to fine, suspend or expel from the Association, an Ordinary Affiliate 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 by-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 Ordinary Affiliate or Associate Member whom the Executive 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 sportsmen) in Association organized meets, the promotion or organization of the Sport activities;
- (v) to set up an Appeals Panel to hear appeals, the decision of which shall be final and binding;
- (vi) to call upon any Ordinary Affiliate, 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 misbehavior;
- (vii) to enforce and deal with any infringement of laws, rules and/or regulations relating to the Sport;

- (viii) to consider and decide on appeals for reinstatement under its laws, rules and bye-laws, any sportsman 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 international regulations.

#### **Rule 15 ATHLETE SELECTION SUB-COMMITTEE AND ATHLETE SELECTION APPEALS STANDING COMMITTEE**

- 15.1 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 sportsman selection.
- 15.2 The duties of the Athlete Selection Sub-Committee shall be as follows:
- (a) to receive recommendations from the Coaching Department of the Association, sportsmen for selection for the various regional and world wide competitions, local and overseas training stints and the four (4) Major Games, namely Olympic, Commonwealth, Asian and South-East Asian Games.
  - (b) to endorse the selection criteria as formulated by the Coaching Department of the Association for the training stints and competitions.
  - (c) to recommend the list of sportsmen and coaches for the said stints and competitions, to the Executive Committee for final endorsement.
- 15.3 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 EC considers are appropriate and relevant persons who are competent on sportsman selection matters, provided that members of the Athlete Selection Sub-Committee shall not be concurrent members of the Athlete Selection Appeals Standing Committee.
- 15.4 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 16 ALTERNATIVE DISPUTE RESOLUTION**

- 16.1 The Association shall adopt the framework for Alternative Dispute Resolution for Sports in Singapore in all matters undertaken by the Association and shall ensure

that the model clauses (or suitable modification thereof) are incorporated into all transactional documents as follow:

**“MODEL CLAUSE:**

- (a) All disputes, controversies or any differences shall first be referred to mediation. The appointed mediation body shall be the Singapore Mediation Centre.
- (b) In the event that mediation is not successful, the disputes, controversies or differences shall be referred to be finally resolved by arbitration. The appointed arbitral body shall be the Singapore International Arbitration Centre. Parties shall be bound to follow the prevailing rules of the arbitral body regarding the appointment of arbitrator and the conduct of the proceedings.”
- (c) Disputes with the Union International de Pentathlon Moderne (UIPM) shall be finally settled by the UIPM Court of Arbitration

**Rule 17 INCORPORATION OF THE CONSTITUTION & RULES OF THE INTERNATIONAL FEDERATIONS**

17.1 The Association formally adopts the rules, regulations, procedures and/or guidelines as are set out under the Constitution and Rules of the International Federation.

**Rule 18 ACCOUNTS**

18.1 The EC shall cause proper books of account to be kept with respect to:

- (a) All sums of money received and expended by the Association and the matters in respect of which the receipt and expenditure takes place;
- (b) The assets and liabilities of the Association;
- (c) All fund raising activities and movement of funds.

18.2 Proper books shall not be deemed to be kept if they do not or are unable to give a true and fair view of the state of the Association’s affairs and to explain its transactions.



- 18.3 The EC shall seek from the Singapore Sports Council the approval of its annual budget requirements, as well as for any subsequent virement of funds between distinct programmes.
- 18.4 The Financial Management System of the Association shall be based predominantly on the prevailing Singapore Sports Council's Financial Regulations for National Sports Associations.
- 18.5 The Association shall abide by the financial management procedures and policies that comply with the Financial Reporting Standards and all other applicable laws or statutes as may be relevant.
- 18.6 The accounts of the Association shall be subject to annual external audit and to regular internal audit checks.
- 18.7 The books of accounts of the Association shall be kept at the Office and shall at all times be open to the inspection of any EC Member.

#### **Rule 19 AUDIT**

- 19.1 External Auditors shall be appointed by the EC and their duties regulated in accordance with the provisions of the Act.
- 19.2 The External Auditors shall be changed at least once in every (5) years.
- 19.3 The External Auditor will be required to audit each year's accounts and examine internal control systems and present a report thereon to the Annual General Meeting.

#### **Rule 20 AFFILIATION**

- 20.1 The Association, being the governing body for the Sport 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**

- 21.1 A Member intending to withdraw from the Association shall give notice in writing to the Honorary Secretary whereupon such membership shall terminate on the date of that notice provided that where the Member is financially indebted to the Association, the Executive Committee may withhold acceptance of such notice to withdraw until the Member shall have discharged its liability. A 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**

- 22.1 The Executive 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 Executive Committee.

- 22.2 Any Member so suspended or removed from membership and the individual members thereof shall be disqualified from competing at any sporting event(s) 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**

23.1 The Association shall not indulge in the following activities:

- a) introduce, conduct, participate and/or be in any way involved in illegal 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) utilise 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, Executive Committee or Committee Members unless with the prior approval of the relevant authorities; and/or
- 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**

- 24.1 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.
- 24.2 Notice of proposals for amendments by any Ordinary Affiliate 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**

- 25.1 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.
- 25.2 In the event of the Association being dissolved as provided above, where there remains, after all other debts, costs and expenses have been duly satisfied in full, any property whatsoever, such surplus shall not be paid out or distributed among the members of the Association but shall be given or transferred to such institution or institutions which is an approved institution(s) of a public character pursuant to the provisions / regulations of the Charities Act (Cap. 37).
- 25.3 Notice of dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

---

**NAMES, ADDRESSES AND DESCRIPTIONS OF SIGNATORIES**

---

1. Name:  
NRIC No:  
Address:  
Occupation:

2. Name:  
NRIC No:  
Address:  
Occupation:

---

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.