

# CONSTITUTION OF BOWLS SINGAPORE



## **1 NAME**

This Society shall be known as "BOWLS SINGAPORE" hereinafter referred to as the "Society")

## **2 PLACE OF BUSINESS**

Its place of business shall be at 1A Woodleigh Park, Singapore 357874 or such other address as may subsequently decided upon by the Management Committee and approved by the Registrar of Societies. The Society shall carry out its activities only in places, which have the prior written approval from the relevant authorities where necessary.

## **3 VISION, MISSION AND OBJECTIVE**

### **3.1 Vision**

To be one of the top 3 countries in the sport of lawn bowls in the Asian region

### **3.2 Mission**

3.2.1 Develop lawn bowls into a sport for all.

3.2.2 To provide comprehensive training programmes and up-to-date training facilities to enable players to be within the top 10 positions in World Bowls Player Ranking.

### **3.3 Objective**

3.3.1 To be the National Controlling Body of Lawn Bowls in Singapore.

3.3.2 To promote and control Lawn Bowls in Singapore

3.3.3 To localize the Laws of the Sport of Bowls within World Bowls Ltd's guidelines.

3.3.4 To hold or authorise the holding of Singapore National Championships and with the sanction of the relevant controlling bodies, in International Championships or events.

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- 3.3.5 To promote and control the participation of players, teams, sides from Singapore in International Championships and events or in Championships and events in which players, teams and sides within the jurisdiction of another controlling body participate.
- 3.3.6 To consider and deal with all matters within jurisdiction affecting its members.
- 3.3.7 To affiliate to the Singapore National Olympic Council, World Bowls Ltd and such other bodies as the Management Committee may deem necessary in the interest of the sport.

## **4 PATRONS**

Prominent persons who are actively making contributions to lawn bowls may be invited by the Management Committee to become Patrons of the Society and it may designate one such person to be a Patron-in-Chief.

## **5 MEMBERSHIP**

The Society's membership shall consist of the following categories:

Ordinary Membership  
Associate Membership  
Honorary Membership

### **5.1 ORDINARY MEMBERSHIP**

- 5.1.1 Ordinary Membership of the Society is open to any club registered with the Singapore Registry of Societies having as one of its objectives the promotion of lawn bowls, or which are entities within the Singapore government or statutory boards.
- 5.1.2 Ordinary Members must have a minimum of 30 valid paying/registered members and are directly related to promoting the sport through youth development programs and/or participation in competitions and/or other related programs.
- 5.1.3 Ordinary Members shall have the rights to vote in general meeting of the Federation. Each Ordinary Member shall nominate two representatives who are at least 21 years of age as its representative to exercise its rights in the general meeting and be elected into the Management committee. A letter of consent must be received by the Hon. Secretary from the Ordinary Members authorizing the two Representatives as delegates to the Annual General Meetings/Extraordinary General Meetings. Each Ordinary Member shall have only one vote at the General Meetings.

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## **5.2 ASSOCIATE MEMBERSHIP**

5.2.1 Associate Membership shall be open to any Corporation or organization who promotes or provides facilities and or equipment for the game of lawn bowls and or having an interest in lawn bowls as a sport.

5.2.2 Associate Membersjip shall have no voting rights and shall not be eligible to hold office but may appoint one representative who is at least 21 years of age to attend a general meeting with no voting rights at General Meeting.

## **5.3 HONORARY MEMBERSHIP**

Any person, organization or club who has rendered outstanding service to the Society or has excelled in Lawn Bowls may on the recommendation of the Management Committee be appointed an Honorary Member of the Society with no voting rights.

5.4 NSA (National Sports Association) being the governing body for the designated sport cannot simultaneously operate as a sports club affiliated to the Society.

## **6 APPLICATION FOR MEMBERSHIP**

6.1 Any club wishing to join the Society should submit its particulars to the Secretary on a prescribed form.

6.2 New members must be proposed and seconded by existing members. Their names will then be posted on the notice board in the Society's premises for one week at the end of which time the Management Committee will decide on membership, taking into consideration any objection raised.

6.3 A copy of the Constitution shall be furnished to every approved member upon payment of the entrance and subscription fee.

6.4 The Executive Committee shall process the application within three months of receipt. Rejected applicants may appeal in writing to the Society's Board of Appeals, which shall comprise three Management Committee members and shall convene within 90 days.

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## **7 NOMINATION AND ELECTION**

- 7.1 Each Ordinary Members shall have two Representatives authorized by the Ordinary Members which are not in arrears of any payments to the Society may offer themselves for nominations as candidates as office bearers.
- 7.2 Nominations of all candidates for office bearers shall be made on the prescribed form which must reach the Honorary Secretary of the Society , 7 days before the date of the Annual General Meeting (AGM) at 5.00pm. No nomination shall be accepted after the closing date.
- 7.3 The nominations received shall be displayed on the Notice Board of the Society after the closing date and shall circulate the nominations by fax, email and /or post to all Ordinary Members not later than 4 clear days before the date of the AGM.
- 7.4 If no nomination is received by the closing date nominations for election to unfilled offices may be received at the AGM provided Representative so nominated must be an authorized Representative authorized by the Ordinary members which are not in arrears for any payment to the Society and whose nomination as Representative have been received by the closing date and time. If still no nomination is received by the AGM, the elected Management Committee members shall be authorized to fill the vacancy or vacancies.
- 7.5 Elections must be fair and transparent. Elections, which shall follow on a simple majority vote of the voting members present, will be by secret ballot; and in the event of a tie, the Chairman of the meeting shall have a casting vote.
- 7.6 All Management Committee Members do not have any voting rights at the AGM/EOGM, although they may vote as an authorised representative of their respective clubs (Ordinary members).
- 7.7 The term of office for Management Committee members elected at the AGM shall be for a two (2) years term.
- 7.7.1 The maximum accumulative tenure an individual may serve as President will be (8) eight years, regardless of the number of years served as a non-presiding member in the Management Committee.
- 7.7.2 To encourage leadership renewal and rejuvenation, an individual may serve an accumulative maximum of (8) eight years as a Management Committee member other than as the President.
- 7.7.3 An individual holding the post of Honorary. Treasurer shall not serve more than two consecutive terms.

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- 7.7.4 A retiring President who does not defend his post for the ensuing term of office shall serve in the Management Committee as the Immediate Past President for one electoral term as an Ex-Officio and shall not be eligible to vote on any matters at Management Committee Meetings.

## **8 ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES**

- 8.1 The entrance fees and annual subscription shall be determined by the Management Committee from time to time necessary.
- 8.2 The entrance fee is payable within two weeks from election to membership, in default of which membership may be cancelled by order of the Committee.
- 8.3 Non-refundable annual subscriptions are payable on 1<sup>st</sup> January of each year. If the member fails to pay within 4 weeks, the President may order that the name of the member be posted on the Society's notice board and shall be denied the privileges of membership until the account is settled. If the arrear is more than 3 months, the membership will automatically cease and the Committee may take any necessary action to recover the debt.
- 8.4 Any additional fund required for special purposes may only be raised from members with the consent of the general meeting of the members.
- 8.5 The income and property of the Society whensoever derived shall be applied towards the promotion of the objects of the Society as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Society or to any of them or to any person claiming through any of them.

## **9 SUPREME AUTHORITY AND GENERAL MEETINGS**

- 9.1 The supreme authority of the Society is vested in a General Meeting of the members presided over by the President.
- 9.2 An Annual General Meeting shall be held in June.
- 9.3 At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than 25% of the total voting membership or 30 voting members, whichever is the lesser and may be called at anytime by order of the Committee. The notice in writing shall be given to the Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within 2 months from receiving this request to convene the Extraordinary General Meeting.

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- 9.4 If the Committee does not within 2 months after the date of the receipt of the written request proceed to convene an Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving 10 days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Society's notice board.
- 9.5 At least 2 weeks' notice shall be given of an Annual General Meeting and at least 10 days' notice of an Extraordinary General Meeting. Notice of meeting stating the date, time and place of meeting shall be sent by the Secretary to all voting members. The particulars of the agenda shall be posted on the Society's notice board 4 days in advance of the meeting.
- 9.6 Unless otherwise stated in this Constitution, voting by proxy is allowed at all General Meetings.
- 9.7 The following points will be considered at the Annual General Meeting:
- a The previous financial year's account and annual report of the Committee.
  - b Where applicable, the election of office-bearers for the following term.
- 9.8 Any member who wishes to place an item on the Agenda of a General Meeting may do so provided he gives notice to the Secretary one week before the meeting is due to be held.
- 9.9 At least one-third of the total number of eligible voting membership or 30 voting members, whichever is the lesser present at a General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum.
- 9.10 In the event of there being no quorum at the commencement of a General Meeting, the meeting shall be adjourned for half an hour and should the number then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to amend any of the existing Constitution.
- 9.11 Voting will be through secret ballot, not by a show of hand
- 9.12 Management Committee Members do not have any voting rights at AGM/EGM, although they may vote as an authorised representative of their respective club.
- 9.13 The election results of such general meeting shall then be notified to the Registrar of Societies and the Commissioner of Charities.

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## **10 MANAGEMENT AND COMMITTEE**

10.1 The administration of the Society shall be entrusted to a Committee consisting of the following to be elected at alternate Annual General Meeting:

A President

A Vice-President (High Performance)

A Vice-President (High Participation)

A Vice-President (Technical)

An Honorary Secretary

An Assistant Secretary

An Honorary Treasurer

Up to six (6) Committee Members

10.2 A nominee for election to the Management Committee must be a representative of the NSA's valid Ordinary Member.

10.3 The Executive Committee shall comprise the President, Vice Presidents, Honorary Secretary, Assistant Secretary and Honorary Treasurer to decide on urgent matters which may arise between Management Committee meetings. At least 4 Executive Committee members shall form the quorum at the Executive Committee meeting.

10.4 Management Committee Members shall be either Singapore Citizens or Singapore Permanent Residents.

10.5 Names of the above offices shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. All office-bearers, except the Honorary Treasurer may be re-appointed to be same or related post for a consecutive term of office. The term of office of the Management Committee is 2 years.

10.6 A Management Committee Meeting shall be held once every 2 months after giving seven days' notice to Management Committee Members. The President may call a Management Committee Meeting at any time by giving five days' notice. At least ½ of the Management Committee Members must be present for its proceedings to be valid.

10.7 Any member of the Management Committee who absents himself from three (3) consecutive meetings without satisfactory explanations shall be deemed to have withdrawn from the Management Committee and a successor may be co-opted by the Management Committee to serve until the next Annual General Meeting. Any changes in the Management Committee shall be notified to the Registrar of Societies and the Commissioner of Charities within two weeks of the change.

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- 10.8 The duty of the Management Committee is to organize and supervise the daily activities of the Society. The Management Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and always remains subordinate to the General Meetings.
- 10.9 The Management Committee has power to authorize the expenditure of a sum not exceeding the budget as decided by the Annual General Meeting from the Society's funds for the Society's purposes
- 10.10 Management Committee members have the duty to declare any business, commercial and /or personal interests that may directly relate to the sport or Management of the Society at the earliest possible opportunity to the Management Committee upon his appointment and subsequently as and when they arise.

### **11 DUTIES OF OFFICE-BEARERS**

- 11.1 The President shall chair all General and Management Committee meetings. He shall also represent the Society in its dealings with outside persons.
- 11.2 The Vice-Presidents shall assist the President and any one of the Vice-President designated by the Management Committee shall deputise the President in his absence.
- 11.3 The Honorary Secretary shall minute meetings and keep all records, except financial, of the Society and shall be responsible for their correctness. He will keep minutes of all General and Committee meetings. He shall maintain an up-to-date Register of Members at all times.
- 11.4 The Assistant Secretary shall assist the Honorary Secretary and deputise for him in his absence.
- 11.5 The Honorary Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Society and shall keep an account of all monetary transactions and shall be responsible for their correctness. He is authorised to expense up to \$500/- per month for petty expenses on behalf of the Society. He will not keep more than \$500/- in the form of cash and money in excess of this will be deposited in a bank to be named by the Management Committee. Cheques, etc for withdrawals from the bank will be signed by the Honorary Treasurer and either the President or the Vice President or the Honorary Secretary.



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- 11.6 Ordinary Committee Members shall assist in the general administration of the Society and perform duties assigned by the Committees from time to time. Each Ordinary Committee Member will have one vote during the Management Committee meetings with the President having the casting vote in a stalemate.
- 11.7 Absent Management Committee Members may write or call in to vote on voting matters.
- 11.8 Proxy voting may be allowed if formal authorisation for a particular meeting is given in advance.
- 11.9 Members of the Management Committee shall serve without compensation for their services in it and shall not hold salaried positions within the NSA.
- 11.10 An individual may serve an accumulative maximum of eight years as a Management Committee Member other than as the President
- 11.11 The maximum accumulative tenure an individual may serve as President will be eight years, regardless of the number of years served as a non-presiding member in the Management Committee.
- 11.12 An Athlete Selection & Training Committee will be headed by the Vice President (High Performance) and will comprise qualified officials who are proficient and competent to make decisions relating to athlete selection.
- 11.13 A Development Committee will be headed by the Vice President (High Participation) to prepare and executive development plans to promote the sport of lawn bowls.
- 11.14 A Tournament & Technical Committee will be headed by the Vice President (Technical) and will comprise qualified officials who are proficient and competent to prepare national & international tournaments and provide technical information and advice to the NSA.
- 11.15 A Finance Committee will be headed by the Treasurer to prepare the annual budget, monitor the expenditure and submit quarterly report to Singapore Sports Council.
- 11.16 A Discipline Committee will be headed by the Secretary and will comprise qualified officials who are proficient and competent to judge and decide on penalty applicable to disciplinary incidents.
- 11.17 The Management Committee will act as the Appeal Panel should there be any appeal arise from a selection or disciplinary incident.
- 11.18 Each Committee has the power to make byelaws and adopt standard operating procedures relevant to the scope of responsibility assigned to the Committees subject to the approval of the MC.

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- 11.19 If any of the office bearer positions is vacant, the MC may appoint/co-opt a representative from an Ordinary Member to fill the position.

### **12 AUDIT AND FINANCIAL YEAR**

- 12.1 A Firm of Certified Public Accountants shall be appointed as Auditors at each Annual General Meeting for a term of 1 year and shall be eligible for reappointment. The Auditors shall be changed at least once in every (5) years.
- 12.2 The Auditors will be required to audit each year's accounts and present a report upon them to the Annual General Meeting.
- 12.3 The Auditors may be required by the President to audit the Society's accounts for any period within their tenure of office at any date and make a report to the Committee.
- 12.4 The financial year shall be from 1<sup>st</sup> April to 31 March.

### **13 TRUSTEES**

- 13.1 If the Society at any time acquires any immovable property, such property shall be vested in the trustees subject to a declaration of trust.
- 13.2 The Trustees of the Society shall
- 13.2.1 not be more than 4 and not less than 2 in number.
  - 13.2.2 be elected by a General Meeting of members.
  - 13.2.3 not effect any sale or mortgage of property without the prior approval of the General Meeting of members.
- 13.3 The office of the Trustees shall be vacated:
- 13.3.1 if the Trustee dies or becomes a lunatic or of unsound mind.
  - 13.3.2 if he is absent from the Republic of Singapore for a period of more than one year.
  - 13.3.3 if he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.
  - 13.3.4 if he submits notice of resignation from his trusteeship.

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13.4 Notice of any proposal to remove a trustee from his trusteeship or to appoint a new Trustee to fill a vacancy must be given by posting it on the notice board of the Society's premises at least two weeks before the General Meeting at which the proposal is to be discussed. The result of such General meeting shall then be notified to the Registrar of Societies and the Commissioner of Charities.

13.5 The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies and the Commissioner of Charities.

## **14 VISITORS AND GUESTS**

14.1 Visitors and guests may be admitted into the premises of the Society but they shall not be admitted to the privileges of the Society according to the terms and conditions set down by the Management Committee from time to time deems necessary but they shall not be admitted to the privileges of the Society.

14.2 A visitors' book shall be kept in which shall be entered the names of all visitors and guests, together with the names and signatures of the members nominating them and the dates of their visits. No person shall be a visitor or guest till his name has been entered in this book.

## **15 PROHIBITIONS**

15.1 Gambling of any kind whether for stakes or not, if forbidden on the Society's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.

15.2 The funds of the Society shall not be used to pay the fines of members who have been convicted in the court of law

15.3 The Society shall not engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore

15.4 The Society shall not 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 services which adversely affect consumer interests.

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- 15.5 The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 15.6 The Society shall not held any lottery whether confined to its members or not in the name of the Society or its office bearers, Committee or members unless with the prior approval of the relevant authorities.
- 15.7 The Society shall not raise funds from the public for whatever purposes without the prior approval in writing of the Head, Licensing Division, Singapore Police Force and other relevant authorities.

### **16 AMENDMENTS TO CONSTITUTION**

The Society 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 made except at a General Meeting and with the consent of two-thirds of the voting members present at the General Meeting.

### **17 INTERPRETATION**

In the event of any question or matter pertaining to the day-to-day administration which is not expressly provided for in the constitution, the Committee shall have power to use their own discretion. The decision of the Committee shall be final unless it is reversed at a General Meeting of members.

### **18 DISPUTES**

In the event of any dispute arising amongst members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with this Constitution. Should the members fail to resolve the matter, they may bring the matter to a court of law for settlement.

### **19 DISSOLUTION**

- 19.1 The Society shall not be dissolved except with the consent of not less than 3/5 of the total voting membership of the Society for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for this purpose.

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- 19.2 In the event of the Society being dissolved as provided, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged and the remaining funds will be distributed to other charities or institutions of a Public Character (IPCs) approved under the Charities Act.
- 19.3 A Certificate of Dissolution shall be given within seven days of the dissolution to the Registrar of Societies and the Commissioner of Charities.

### **20 RESIGNATION, SUSPENSION AND EXPULSION**

- 20.1 Any member may resign from the Society by giving one month written notice to the Secretary and settling all outstanding payments due to the Society. Failure to settle outstanding payments shall be subject to recovery by legal process.
- 20.2 The Management Committee shall recommend disciplinary action (including suspension and expulsion) on any affiliate members and/or their respective members whose action is prejudicial to the well being, reputation and interests of the Society.
- 20.3 The disciplinary action (including suspension or expulsion) on an affiliate member (and/or its respective members) shall be by approval of at least two-third majority at a General Meeting.
- 20.4 In the case of suspension the period shall not exceed one year.
- 20.5 Regarding the disciplinary action, the affiliate member (or its respective members) may appeal by writing within 30 days of receiving the notice to the Society's Board of Appeal which shall convene within 90 days.

### **21 Conflict of Interest Policy**

- 21.1 Management Committee members have to disclose any actual or potential conflicts with the types of business conduct or transactions (as detailed in the SOP governing Conflict Of Interest) that may raise concerns of partiality.
- 21.2 Three (3) Neutral Management Committee Members shall be appointed by the Management Committee to review such report and propose the appropriate action in accordance to the SOP governing Conflict Of Interest.

CONSTITUTION – 1997  
AMENDMENT – 2007 September  
AMENDMENT - 2008 August  
AMENDMENT - 2011 Feb