

SINGAPORE TAEKWONDO FEDERATION

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CONSTITUTION

(Revised 18 January 2013)

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CONSTITUTION

1 NAME

The Federation shall be known as the SINGAPORE TAEKWONDO FEDERATION hereinafter called the "FEDERATION".

2 PLACE OF BUSINESS

The place of business of the Federation shall be at 260A Tanjong Katong Road Singapore 437048 or such other place as may from time to time be decided by the Management Committee, subject to the approval of the Registrar of Societies.

3 OBJECTS

The Federation is the highest authority for the promotion of Taekwondo in Singapore with the following objectives:

- a To Promote Taekwondo in the Republic and to arrange and organize tournaments for the benefit of the members of the Federation.
- b To unify and co-ordinate Taekwondo activities in the Republic:
- c To arrange and organise Taekwondo demonstrations and tournaments on national and international scales.

4 MEMBERS

Membership of the Federation shall be open to all clubs, societies and such other bodies or organisations which are registered under the laws of Singapore governing the registration of such clubs, societies, bodies or organisations and which are established with the principal or ancillary object or promoting amateur Taekwondo.

5 APPLICATION OF MEMBERSHIP

The Management Committee is empowered to accept or reject any application for membership of the Federation without assigning any reason thereof.

6 AFFILIATION FEES

Upon acceptance as an affiliated member of the Federation, such affiliate shall pay an annual affiliation fee of \$50.00. Any affiliate which fails to pay its affiliation fee within one month from the due date shall forthwith cease to be an affiliate of the Federation.

7 MANAGEMENT COMMITTEE

a Authority - Between General Meetings, the Management Committee shall be the Supreme Authority of the Federation.

i The Management Committee of the Federation shall comprise the following:

A President
A First Vice-President
A Second Vice-President
A Secretary-General
An Assistant Secretary-General
A Honorary Treasurer
An Assistant Honorary Treasurer
Seven Committee Members

ii The members of the Management Committee shall be elected from the following:

- 5 members reserved for five selected affiliates. The five affiliates shall be selected based on the membership and contribution to the Federation.
- 5 members shall be elected from the representatives of the affiliates at the Annual General Meeting. Voting for these members shall be by Ballot.
- 4 co-opted members to be co-opted members by the outgoing Committee.

b Duties and Powers

The duties and powers of the Management Committee are:

- i Execute all matters decided upon at the General Meeting;
- ii Appoint various sub-committees and boards to assist in its works;
- iii Receive and approve reports from sub-committees;
- iv Approve application for membership;
- v Approve application by instructors to conduct gradings;

- vi Approve expenditure from the funds of the Federation for the Federation's activities subject to a maximum of \$250,000.00 per annum;
- vii Raise funds for the Federation
- viii Plan, resolve and execute all matters which should be done and suspend activities on all matters which are not advisable to be done;
- ix Consider appeals against and the decisions of the Disciplinary Board; and
- x Appoint Patron(s) and Advisor(s) from Singapore Citizens, as and when necessary.

c Tenure

The term of office of Management Committee members is two (2) years. The out-going Management Committee shall remain in office until the first meeting of the incoming Management Committee which shall not be later than fourteen (14) days following the date of election.

The President / Management Committee member shall serve a maximum of six (6) consecutive terms, i.e. twelve (12) years. Further re-election to the position of President / Management Committee member can only be considered after a lapse of at least one (1) year.

The term limit for the Treasurer position is one (1) consecutive term. Further re-appointment to the position can be considered after a lapse of at least one year.

d Meeting

The Management Committee will hold meetings as often as necessary, but not less than once in two months. Notice of meeting shall be served by the Secretary-General at least ten (10) days in advance to the Management Committee Meeting.

e Absence from Meetings

Any member of the Management Committee who absents himself from three (3) consecutive committee meetings without sufficient reasons in writing to the Hon Secretary, shall cease to be a committee member forthwith unless the Management Committee decides otherwise.

f Replacements

In the event of any person ceasing to be a member of the Management Committee, the Management Committee may co-opt the next reserve member with the next highest vote to fill the vacancy.

Any change of MC member must be notified to the Registrar of Societies and the Commissioner of Charities within 2 weeks of the change.

g Quorum

Six (6) members of the Management Committee present shall constitute a quorum. In the event that there is no quorum for a Management Committee Meeting, the meeting shall stand adjourned and be reconvened in one week's time, and if there be no quorum at such reconvened meeting, the members present shall form a quorum.

v Voting

Voting at Management Committee meeting shall be by show of hands unless the Committee decides otherwise by a majority vote. Each member of the Management Committee is entitled to have one vote. In the event of there being an equal number of votes for and against a resolution, the Chairman shall have the casting vote in addition to his ordinary vote.

8 DUTIES OF OFFICE BEARERS

A President

The President shall:

- a Preside and act as Chairman at all General and Management Committee meeting;
- b promote the development of affairs of the Federation internally; and
- c represent the Federation in all matters with other external and international organisations.

B Vice-President

- a The First Vice-President shall deputise for the President in the latter's absence. The Second Vice-President shall deputise for the President in the absence of the President and First Vice-President.

C Secretary-General

The Secretary-General shall:

- a arrange and attend all meetings;
- b record the minutes of such Meetings;
- c keep in custody all official records and documents and the register of members;

- d transact all the business of the Federation as directed by the Management Committee;
- e attend to all correspondence on behalf of the Federation; and
- f prepare the Annual Report for submission to the Annual General Meeting

D Assistant Secretary-General

- a The Assistant Secretary-General shall assist the Secretary-General and deputise for him when called upon to do so.

E Honorary Treasurer

The Honorary Treasurer shall:

- a collect all monies on behalf of the Federation and shall disburse all monies on the authority of the Management Committee;
- b keep proper books of accounts and to be responsible for all the funds of the Federation;
- c apart from the Imprest Account, not to keep more than \$500 in the form of cash, the money in excess of the amount shall be deposited with the Federation's bankers;
- d submit to the Annual General Meeting the Federation's Annual accounts; and
- e maintain an Imprested Accounts which shall not exceed \$500 at any one time from which he is authorised to make payments for recurring the miscellaneous expenditure without the prior approval of the Management Committee provided that payments of items of expenditure not exceeding \$500 for the Federation activities urgently required to be made, the Honorary Treasurer may make such payments after obtaining the approval of the President and Secretary-General. All cheques shall be jointly signed by the Treasurer or Assistant Honorary Treasurer and the President or Secretary-General and affixed with the Federation official seal before they become valid.

F Assistant Honorary Treasurer

- a The Assistant Honorary Treasurer shall assist the Honorary Treasurer and may deputise for him during the latter's absence.

9 DISCIPLINARY BOARD

- a. This Board shall comprise five (5) persons appointed by the Management Committee. It shall be the duty of this Board to inquire

into any complaints or reports of misconduct or violation of any rules of the Federation on the part of its affiliate(s) as may be referred to it.

It is empowered to call witnesses and shall decide thereon. Such decision shall be reported forthwith to the Management Committee and the secretary shall thereupon inform the affiliate(s) concerned of the decision.

- b The aggrieved affiliate(s) may appeal in writing to the Management Committee against the decision of the Disciplinary Board within fourteen (14) days of the decision being given.

10 GRADING

- a All gradings shall be conducted by a Board of Examiners appointed by the Management Committee. Members of the Board of Examiners shall consist of qualified and recognised instructors who have been registered under the Martial Arts Control Instructors' Regulations.
- b Grading fees shall be at a sum affixed by the Management Committee and shall remain in force till reviewed or otherwise.
- c Each affiliate shall contribute a fixed percentage of the grading fees per grading to be decided by the Management Committee of the Federation.
- d Only members of the affiliates are eligible for grading.
- e Application for grading should be submitted to the Secretary-General not later than two weeks before the scheduled grading.
- f Examiners shall grade only members of affiliated clubs.

11 AUDITORS

- a Two representatives from different affiliates shall be elected as Honorary Auditors at the General Meeting of Representatives and shall not hold office in the Management Committee. Their tenure of office shall be two (2) years and shall not be eligible for re-election to the same post for second consecutive term.
- b They are to audit monthly statements of accounts and submit a report to the Management Committee for information.
- c The Management Committee shall reserve the right to appoint qualified external auditors to audit annual accounts and to present a report to the Committee.

12 GENERAL MEETING

a Annual General Meetings

The Annual General Meeting of the Federation shall be held not later than 31 June each year.

b Notice of Meeting

At least twenty-one (21) days' notice in writing specifying the place, date and time of the Annual General Meeting shall be given. The notice shall specify that resolutions to put before the meeting shall be notified to the Secretary-General at least fourteen (14) days before the date for the meeting. The agenda for the meeting, the committee's annual report and the accounts (duly audited) for preceding year, shall be forwarded to the members at least seven (7) days before the date of the meeting.

c Business

The Business to be transacted at the Annual General Meeting shall be:

- i to receive and approve the annual reports and statements of accounts of the Federation ending 31 March of the same year;
- ii if applicable, to elect the Management Committee and auditors for the ensuing two years; and
- iii to transact any other business of which at least fourteen (14) days notice in writing shall be given to the secretary.

d Person eligible to vote

Person eligible to vote at General Meeting shall be:

- i members of the current Management Committee; and
- ii the representatives who shall be at least 18 years of age from affiliates who are not members of the Management Committee.

Each person eligible to vote at the Meeting shall have only one vote irrespective of whether he is present at the Meeting in more than one capacity. One-third of the representatives shall form a quorum. The number of the representatives from each affiliate who shall be eligible to vote shall be determined on the following basis:

- affiliates with 30 to 100 members shall be eligible to one vote
- affiliates with 101 to 200 members shall be eligible to two votes
- affiliates with more than 200 members shall be eligible to three votes.

The membership of each affiliate shall be determined by the average number of candidates for the four centralised gradings or other gradings for the period of one year prior to the date of the Annual General Meeting.

e Names of Representatives

- i The names of the representatives of affiliates shall be notified to the Secretary-General at least ten (10) days before the date specified for the General Meeting.
- ii In the event of there being no quorum at any General Meeting, the meeting shall proceed one hour later on the same day. Those present shall form a quorum but shall have no power to alter, amend or make additions to this Constitution.

f Extraordinary General Meeting

- i An Extraordinary General Meeting may be convened by the Management Committee and shall be convened on receipt of a written requisition by at least one-third of the total number of affiliates on the register of the Federation.
- ii The requisition shall be signed by the President, the Secretary of the Affiliates concerned and shall state the objects and reasons for requisitioning such a meeting.
- iii Upon receipt of a requisition, the Management Committee shall call for an Extraordinary General Meeting to be held within fourteen (14) days from the date of receipt of such requisition.

13 FINANCIAL YEAR

The Financial Year of the Federation shall close on 31st March of each year.

14 BETTING

No affiliate members of the Management Committee shall set for money or monies worth whether among themselves or with others on the outcome of any Taekwondo tournament.

15 PRESS RELEASE

Only the President or the Secretary-General or any other person authorised by the Management Committee shall be entitled to give press releases. No other Management Committee member or member of any affiliates, may make press releases relating to matters concerning the Federation.

16 PROHIBITIONS

- a The Funds of the Federation shall not used to pay the fines of members who have been convicted in court.
- b The Federation shall not indulge in any political or trade union activity to allow its funds to be used for such purposes.
- c The Federation shall not hold any lottery, whether confined to members or not, in the name of the Federation or of its office bearers, Management Committee or members unless the necessary permit or licence has been obtained from the competent authority.
- d Gambling of any kind is prohibited in the Federation's premises.

17 AMENDMENTS TO CONSTITUTION

No alterations, amendments or additions to the Constitution shall be made except at a General Meeting by a resolution which shall be carried by a majority of at least two-thirds of the total affiliates of the votes properly recorded at the meeting. Such alterations, amendments or additions shall only take effect after approval from the Registrar of Societies and the Commissioner of Charities has been received.

18 MATTERS NOT PROVIDED FOR

In all matters not provided for in this Constitution the decision of the Management Committee shall be final.

19 DISSOLUTION

- i The Federation shall not be dissolved except with the consent of not less than three-fifths of those entitled for the time being to vote at General Meetings.
- ii In the event of the Federation being dissolved, the remaining funds and assets (after settling all debts and liabilities) are to be distributed to other charities or Institutions of a Public Character (IPCs).

Notice of the dissolution must be given to the Registrar of Societies and the Commissioner of Charities within 7 days of the dissolution.

20 TRUSTEES

- a All immovable property acquired by the Federation shall be vested in a Board of Trustees (hereinafter referred as "the Board") subject to a declaration of trust.
- b The Board shall comprise at least two but not more than four members who shall be nominated by the Management Committee and approved at a General Meeting.
- c
 - i Any member of the Board may at any time resign from the Board.
 - ii In the event where any member of the Board dies or becomes a lunatic or is declared to be unsound of mind or moves permanently from or is absent from the Republic of Singapore for a continuous period of twelve (12) calendar months, that member shall be deemed to have resigned from the Board and his office declared vacant.
 - iii If any member of Board shall commit any misconduct of such a nature as to render him unfit to continue as a member of the Board, a General Meeting may be convened to remove such a member from and to appoint any new member of the Board. Notice of any proposal to remove any such member from the Board or to appoint any new member to fill such vacancy shall be given by affixing a notice containing such proposals at the premises of the Federation at least two (2) weeks prior to the General meeting. The result of such a meeting shall be notified to the Registrar of Societies and the Commissioner of Charities within 2 weeks of the changes.
- d The Registrar of Societies and the Commissioner of Charities shall be notified of the address of all immovable properties acquired by the Federation, name of all the members or the Board and any subsequent changes.

- e The Management Committee (with the consent of the Board) and the General Meeting of members shall be authorised to accept grants, purchase, develop, lease, sell, mortgage or generally to deal with all immovable properties (including any part or portion thereof) of the Federation (including the erection of buildings/structures on the immovable properties) for purposes of the objects of this Constitution or for the furtherance of taekwondo and related activities. Such decision should be evidenced by true copies of resolutions passed at meeting/meetings of the Management Committee, such true copies to be certified as correct by the President or the Secretary-General of the Federation at that material time.
- f The provisions of this Rule shall not be amended without the prior approval in writing of the controller of Residential Property and the Registrar of Societies and the Commissioner of Charities.

21 FOREIGN PARTICIPATION

- a Any affiliate wishing to participate in an overseas competition or tournament or training shall apply in advance to the Federation for its consent.
- b Such application must reach the Federation not less than six weeks before the date on which the affiliate proposes to leave Singapore.
- c The application must state the proposed financial arrangements for the competition or training including the proportion of the expenses, if any, being borne by organisations or individuals outside Singapore and the source of the funds in Singapore from which the expenses are to be met.
- d The application must also state the details of the competition or training.