



Constitution of

The Singapore Badminton Association

(Approved by the Registrar of Societies on 30 August 2019)

1 **NAME**

The name of the Association shall be SINGAPORE BADMINTON ASSOCIATION, herein referred to as "The Association". The Association shall be the national body for badminton in Singapore and shall be affiliated to the Singapore National Olympic Council and such other bodies as the Management Committee may deem necessary in the interest of badminton.

2 **PLACE OF BUSINESS**

The Association shall be based at the Singapore Badminton Association, Guillemard Road, or at such other place as the Management Committee may decide.

3 **OBJECTS**

The objects of the Association shall be:-

- (a) To promote the game of badminton in the Republic of Singapore so as to enhance the health of all who play the game; and
- (b) To do all things complementary or incidental to attain the above.

4 **PROPERTY**

The Association shall have power to own property of all kinds.

In the case of real or immovable property such property shall be vested in a Trust Corporation incorporated in the Republic of Singapore or in the Singapore Sports Council as trustee for the Association.

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 within two (2) weeks of the change.

5 **PATRONS**

Prominent persons who have made a contribution to Badminton may be invited by the Management Committee to become Patrons of the Association and it may designate one such person to be a Patron-in-Chief.

6 **HONORARY MEMBERS**

Any person who has served continuously for a period of not less than five years on the Management Committee and who has rendered outstanding service to the Association, or has excelled in badminton, may, on the recommendation of the Management Committee, be appointed an Honorary Member of the Association.

7 **MEMBERSHIP**

Membership of the Association shall consist of Ordinary Members, Individual Members and Honorary Members.

7.1 Ordinary Members shall include entities which are registered with the Singapore Registry of Societies or Accounting and Corporate Regulatory Authority, or which are entities within the Singapore government or statutory boards.

- 7.2 Ordinary Members must have organized Badminton competitions or programs with 20 or more participants and/or registered at least 20 or more participants for SBA competitions, courses and/or programs within the last 24 months, and must provide the relevant proof when applying for or renewing their membership. Ordinary Members that are entities which are registered with the Singapore Registry of Societies or Accounting and Corporate Regulatory Authority must have been so registered for at least 5 years.
- 7.3 Individual Members shall include persons who are supporters and well-wishers of the Association as well as badminton enthusiasts.
- 7.4 Membership shall be by application and the applicant may be required to give such details in writing as the Association shall stipulate.
- 7.5 The Management Committee shall have power to accept or reject any application for membership of the Association as well as to waive or modify the 5-year requirements under Rule 7.2 without assigning any reason therefor. Any rejected applicant shall have the rights to appeal in accordance with the process and procedure of appeal as may be set out in the standard operating procedures (“SOP”) of the Association or determined by the Management Committee from time to time.

8 MEMBERSHIP FEES

- 8.1 Upon acceptance as a member, each member shall pay a fee as determined by the Management Committee from time to time. Any member who fails to pay the membership fee within one month from the due date may be deprived of membership by the Management Committee.
- 8.2 The Management Committee shall have the power to waive membership fees during its term and/or to forgive any past arrears in membership fees of up to the end of the Management Committee’s term of office in respect of any member that has not been deprived of membership by the Management Committee for failure to pay membership fee.

9 ACTIVITIES OF MEMBERS

Members of the Association shall be entitled to take part in competitions, tournaments or games organized or sanctioned by the Association subject to the payment of any applicable fees and the rules of such competitions, tournaments or games.

10 PLAYERS

- 10.1 Players of Ordinary Members shall be bound at all times to represent the Association in any tournament, match or competition when called upon to do so.
- 10.2 Any player selected to play for the Association shall not play for any club or organization on the date of the event for which he has been selected or a period prior to such event as the Association or its duly appointed Committee dealing with such matters may decide.
- 10.3 The Association may take disciplinary actions including suspension of any player for misconduct, for any breach of the constitution or any rules made thereunder and such suspended player shall not play any match with or against a player representing an Ordinary Member.

11 TOURS

- 11.1** No Ordinary Member shall take part in badminton matches outside Singapore without the prior sanction of the Association.
- 11.2** An Ordinary Member wishing to play badminton in Singapore against a foreign team shall obtain prior approval of the Association

12 BREACH

Any member or a member of an Ordinary Member who commits a breach of these rules, or who encourages or instigates any player to commit a breach of these rules, may be subject to disciplinary proceedings.

MANAGEMENT COMMITTEE

13 COMPOSITION

- 13.1** The Association shall be governed by a Management Committee whose members (except as co-opted under Rule 13.2) shall be elected at the Annual General Meeting.

The Management Committee shall consist of up to seventeen (17) elected members and five (5) co-opted members. The seventeen (17) elected members shall consist of a President, at least one (1) but not more than two (2) Deputy Presidents, at least one (1) but not more than five (5) Vice-Presidents, a Secretary General, a Honorary Treasurer and up to twelve (12) other Committee members who are not office bearers.

The President, Deputy President(s), Vice President(s), the Secretary General and the Honorary Treasurer must be Singapore Citizens. Management Committee members, who are not office bearers must be Singapore Citizens or Permanent Residents of Singapore.

- 13.2** The Management Committee may co-opt up to five (5) persons to be members of the Management Committee. Such persons co-opted shall be Singapore Citizens or Permanent Residents of Singapore. Additionally, the Management Committee shall have the power to fill any vacancy in the Management Committee by co-option. Co-opted Management Committee members shall not take the office of President, Secretary General or Honorary Treasurer.
- 13.3** The Management Committee may co-opt members of the outgoing Management Committee who have reached the maximum accumulative tenure for the purpose of representing the Association in any regional or international federation or equivalent entities.
- 13.4** Members of the Management Committee shall not hold any salaried position within the Association and receive no compensation for his/her services rendered as a member of the Management Committee.

- 13.5** The Management Committee may appoint persons with particular skills or knowledge as Honorary Deputy Presidents, during the term of office of the Management Committee, to assist the Management Committee in its work. An Honorary Deputy President so appointed shall report to the Management Committee. An Honorary Deputy President may be invited to be present and speak at meetings of the Management Committee but shall have no right to vote at meetings of the Management Committee. Notwithstanding Rule 13.4, the Management Committee may agree to pay a fee or honorarium to an Honorary Deputy President for the services rendered to the Association.

14 **APPOINTMENT/ELECTION OF MEMBERS OF THE MANAGEMENT COMMITTEE**

- 14.1** All elected members of the Management Committee shall serve a term of office which is two (2) years.

Subject to this Constitution, a retiring member of the Management Committee shall be eligible for re-election at the meeting at which his/her term of office expires.

An individual may be elected to serve in the Management Committee (whether as an office bearer or otherwise) for a maximum of four (4) consecutive terms only, but shall be eligible for re-election to the Management Committee after at least one (1) term out of office. For the avoidance of doubt, an individual may be elected to serve as the President for a maximum of four (4) consecutive terms only, but shall be eligible for re-election as the President after at least one (1) term out of office.

- 14.2** No individual may be elected to serve as the Honorary Treasurer for more than two (2) consecutive terms, but shall be eligible for re-election to the Management Committee after at least one (1) term out of office.

15 **POWER OF THE MANAGEMENT COMMITTEE**

- 15.1** The Management Committee shall have the power to act in all respects for and in the name of the Association including the following powers:-

- (a) to carry out the objects of the Association;
- (b) to appoint an Executive Committee and Sub-Committees to assist the Management Committee in carrying out the objects of the Association;
- (c) to receive and approve reports from sub-committees;
- (d) to consider applications for membership;
- (e) to approve expenditure;
- (f) to decide on appeals against any decisions of any Sub-Committee set up to deal with disciplinary matters;
- (g) to do all other acts as are consistent with the objects and interests of the Association.

15.2 Conflict of Interest:-

- (a) The Management Committee shall formulate a "Conflict of Interest" policy specifying the types of business conduct or transactions that may raise concerns of partiality, and provide clear procedures for disclosure of actual or potential conflict/s, including the review of such business conduct or transactions by the Dispute and Disciplinary Committee in accordance with the provisions of Rule 24.1 (e) if necessary.
- (b) All Management Committee members must declare all business commercial and/or personal interests that may directly relate to the sport of badminton or the management of the Association. This will be recorded by the Secretary-General at the first Management Committee meeting, and subsequent meetings as and when such situations arise. A Management Committee member shall abstain from any evaluation or decision-making if the issues are directly related to his/her declared interests. In such matters, the discussion and evaluation of the Management Committee leading to the final decision shall be documented by the Secretary-General.
- (c) If a Management Committee member is found to have not expressly declared an instance of conflict, those decisions where he/she had actively participated in may be voided by the Management Committee, and he/she may face disciplinary action in accordance with the provisions of Rule 24.1 (e).

16 MEETINGS

The Management Committee shall meet as often as it may decide but not less than once in 3 months.

17 ABSENCE FROM MEETINGS

Any member of the Management Committee absenting himself from three consecutive Committee meetings, without giving good and sufficient reason in writing shall cease to be a member unless the Management Committee decides otherwise.

Any changes in the Management Committee shall be notified to the Registrar of Societies and Commissioner of Charities with two weeks of change.

Absent members of the Management Committee may write or call in to vote on any voting matters or proposed resolutions in the meetings of the Management Committee.

18 REPLACEMENT

In the event of any person (other than the President) ceasing to be a member of the Management Committee for whatever reason during his term of office, the Management Committee may appoint any other person to fill the vacancy and that person shall hold office for the remainder of the term of the person who had ceased to be a member of the Management Committee. In the event the post of the President is vacant, a Deputy President already duly appointed or in the event that the post of the Deputy President(s) is/are also vacant, a Vice President shall act as the President until the Management Committee appoints a President.

19 QUORUM

At least one-third of members of the Management Committee shall be present to form a quorum. Provided always that four (4) of those present are amongst these office bearers:

- The President
- The Deputy President (s);
- The Vice President(s);
- The Secretary-General; and
- The Honorary Treasurer

Proxy voting may be allowed if formal authorization for a particular meeting of the Management Committee is given in advance.

20 VOTING

Voting at Management Committee meetings may be by a show of hands or through secret ballot as determined by the Chairman of the Management Committee meeting. Each member of the Management Committee shall have one vote except that the Chairman shall have a casting vote where there is an equal division of votes cast.

All non-elected members shall have no voting rights at the Management Committee meetings.

21 CHAIRMAN

The President shall chair all Management Committee meetings. In his absence, a Deputy President authorized by the President shall chair the meeting and if the President and Deputy President(s) are absent, a Vice-President authorized by the President shall chair the meeting.

22 DUTIES OF OFFICE-BEARERS

The duties of office-bearers shall be as follows:-

- 22.1** The President shall be the Executive Head of the Association and shall preside at all General and Management Committee meetings and shall represent the Association in all matters.
- 22.2** A Deputy President authorized by the President shall deputise for the President when the President is absent and the Deputy President(s) shall take on such responsibilities as directed by the President from time to time.
- 22.3** The Vice-President(s) shall take on such responsibilities as may be designated by the President from time to time.
- 22.4** The Secretary General shall:-
- (a) Arrange all meetings of the Management Committee;
 - (b) Record the minutes of such meetings;

- (c) Maintain and keep up to date all records and registers of the Association;
- (d) Ensure that there are documented human resource policies for staff that cover areas such as recruitment; remuneration; benefits; training and development; performance appraisal and disciplinary actions;
- (e) Keep in place a volunteer management system;
- (f) Maintain an appropriate and effective channel of communication for staff and volunteers to give feedback and exchange information;
- (g) Keep in proper custody all papers and documents pertaining to the Association;
- (h) Attend to or deputise an executive staff of the Association to attend to all correspondence on behalf of the Association;
- (i) Prepare the Annual Report for submission to the Annual General Meeting;
- (j) Supervise the secretariat staff of the Association in the carrying out of the above duties.

22.5 The Honorary Treasurer shall:-

- (a) Be responsible for all funds and investments of the Association;
- (b) Keep an account of all monetary transactions and shall be responsible for their correctness;
- (c) Report on the financial position of the Association at every Committee Meeting and render a Statement of Account and Balance Sheet at the Annual General Meeting;
- (d) Maintain an Imprest Account of an amount as the Management Committee may determine;
- (e) Ensure that internal control systems are in place with documented procedures;
- (f) Be responsible for all financial matter and such other matters as may be directed by the Management Committee;
- (g) Supervise the secretariat staff of the Association in the carrying out of the above duties.

22.6 The President, the Deputy President(s) and the Secretary General may act in the name of the Association and, except as provided in Rule 22.7 below, any two of them may sign documents on behalf of the Association.

22.7 All accounts and all financial documents shall be signed by the President or the Honorary Treasurer and any one signatory below:

1. A Deputy President
2. A Vice President
3. Secretary General
4. The Chief Executive Officer or its equivalent of the Association (subject to a limit approved by the Management Committee)

23 EXECUTIVE COMMITTEE AND STANDING SUB-COMMITTEES

23.1 The Management Committee shall at its first Management Committee meeting, or at the earliest opportunity thereafter, appoint the following Standing Sub-Committees and an Executive Committee to assist it in its work:-

- (a) Pathway and Development Sub-Committee;**
- (b) Tournament and Technical Officials Sub-Committee;**
- (c) Business Development and Awards Sub-Committee;**
- (d) Membership and Partners Sub-Committee;**
- (e) Assets and Facilities Sub-Committee;**
- (f) Finance Sub-Committee;**
- (g) Audit Sub-Committee;**
- (h) Executive Committee** which shall consist of the following members:
 - I. President;
 - II. Any number of the Deputy Presidents;
 - III. Any number of the Vice Presidents;
 - IV. Secretary General; and
 - V. Honorary Treasurer

Vice President shall be appointed to be the chairman of each of the abovenamed Sub-Committees except for the Audit Sub-Committee and the Finance Sub-Committee. The secretary of each Sub-Committee shall be appointed by that Sub-Committee. In addition, each chairman of each Sub-Committee may co-opt members to their respective Sub-Committee.

23.2 Membership of Standing Sub-Committees and all such other Sub-Committees as the Management Committee may sanction need not be confined to members of the Management Committee.

23.3 The Management Committee shall have power to remove a member, including a co-opted member from any Sub-Committee without giving reasons therefor.

23.4 Each Sub-Committee shall be comprised of at least three (3) members, one of whom must be a member of the Management Committee. Two (2) members of a Sub-Committee, one (1) of whom must be a member of the Management Committee, shall constitute a quorum at all meetings of the Sub-Committee.

In the case of the Standing Sub-Committee two members shall constitute a quorum.

23.5 The Audit Sub - Committee shall comprise at least 3 members:

- i) The Chairman must be an elected member of the Management Committee.
- ii) The Chairman must not concurrently be a member of the Executive Committee or the chairman or member of any other Sub-Committees formed under paragraphs 23.1 above.
- iii) Except for the Chairman, the other Sub-Committee members need not be serving on the Management Committee.

23.6 The Honorary Treasurer shall be the Chairman of the Finance Sub-Committee

23.7 The secretariat staff of the Association shall assist the Executive Committee and the Sub-Committees formed under paragraph 23.1 above in their work.

23A **SCOPE OF POWERS OF EXECUTIVE COMMITTEE**

23A.1 To make timely decisions for and on behalf of the Management Committee consistent with the objects and interests of the Association.

24 **SCOPE OF DUTIES OF STANDING SUB-COMMITTEES**

24.1 The duties of the standing Sub-Committees shall be as follows:-

(a) Pathway and Development Sub-Committee:

The Sub-Committee shall be responsible for:-

- i) Governing in the development of milestones that will provide the building blocks of strategic goal for the athletes;
- ii) the coaching, training and selection of players to represent the Association in competitions and tournaments in Singapore and abroad;
- iii) the development of National Grading System and National Ranking System;
- iv) the development of all programmes for National Team, Youth Team and Junior Squad;
- v) courses and activities for the community and schools which promote badminton and improve the quality and standards of badminton in Singapore; and
- vi) all matters relating to badminton coaches and sparring partners; training and development of court officials.

(b) Tournament and Technical Officials Sub-Committee:

The Sub-Committee shall be responsible for:-

- i) Promoting, organizing and managing all competitions and tournaments including the appointment of court officials – umpires, line judges and referees;
- ii) Maintaining a database for technical officials;
- iii) The training and accreditation and re-accreditation of technical officials; and
- iv) Tournaments not limited to Singapore Open; Singapore International Series; Singapore Youth International; National Open Championship; Local Age Group Competition and Local Leagues.

(c) Business Development and Awards Sub-Committee:

The Sub-Committee shall be responsible for:-

- i) A well-articulated and viable business plan detailing projected income revenues and mechanisms envisaged for generating financial resources

through sponsorship, donation, partnership, provision of quality service or other means. Means not limited to Corporate Partnership; Friends of SBA; SBA App; Digital Boards and Post Badminton Career;

- ii) Providing expertise in the development and implementation of effective marketing and communications plans in support of the goals and objectives;
- iii) Position badminton as a leading brand in the sport community;
- iv) Ensuring that the fundraising activities will preserve the integrity and transparency of the association;
- v) Accountability to the donors on what and how the funds would be used;
- vi) Using of a third-party fundraiser, the rationale and fee arrangements should be approved by the Management Committee and disclosed to potential donors;
- vii) Supporting the implementations of corporate communications strategy, as well as provides inputs to the design, management and implementation of the communications and publication strategies which are geared to influence the development agenda, promote public and media outreach; and
- viii) Planning of annual awards.

(d) Membership and Partners Sub-Committee:

The Sub-Committee shall be responsible for :-

- i) Membership of the Association which consist of Ordinary Members; Individual Members and Honorary Members;
- ii) Engaging the membership to promote badminton;
- iii) Recruiting new members and encouraging completion of application forms;
- iv) Educating members on the requirements and benefits of membership;
- v) Developing and overseeing the implementation of membership orientation programs;
- vi) Developing membership-building programs;
- vii) Developing and overseeing the implementation of membership satisfaction surveys;
- viii) Promoting membership peer recognition which may include the development and implementation of a thematic awards program based on objective selection criteria;
- ix) Promoting volunteerism and diversity amongst the membership;
- x) Advising and making recommendations to the Management Committee on any issue relating to the provision of services to the members;
- xi) Partnering with other sub-committees as appropriate on matters of

common interest; and

- xii) Engaging the Parent Support Group; Singapore Sports School; MOE schools; and all badminton clubs.

(e) Assets and Facilities Sub-Committee:

The Sub-Committee shall be responsible for :-

- i) All matters relating to the use, upkeep and maintenance of all the Association premises; not limited to Guillemard Hall; OCBC Arena; Satellite Centres and Batam Training Centre;
- ii) All matters relating to Club House Heritage; Badminton Promotion Centre; Badminton Excellence; Headquarter for SBA Academy; Home for National Youth Squad and Home for the National Junior Squad; and
- iii) All other matters as may be directed by the Management Committee.

(f) Finance Sub-Committee:

The Sub-Committee shall be responsible for all financial matters of the Association, and such other matters as may be directed by the Management Committee and generally assist the Honorary Treasurer in carrying out the duties of the Honorary Treasurer.

(g) Audit Sub-Committee:

The Sub – Committee shall report to the Management Committee and be responsible for :

- i) Assisting the Management Committee in its oversight of the reliability and integrity of accounting policies and financial reporting and disclosure practices;
- ii) Assisting the Management Committee in establishing and maintaining processes to ensure that there is;
 - (a) compliance with all applicable laws, regulations and policies.
 - (b) an adequate system of internal control, management of risks and safeguard of assets.
- iii) Conducting periodic review of the finances, including but not limited to changing and enforcing internal controls;
- iv) Interviewing external auditors and recommend selection to the Management Committee;
- v) Reviewing all audit engagement fees and terms, as well as all non – audit engagements by the external auditor;
- vi) Generally, to do all acts as is necessary to maintain proper financial governance.

(h) Disciplinary Committee:

A Disciplinary Committee shall be constituted as and when necessary by the Management Committee and its composition and terms of reference shall be decided by the Management Committee.

(i) Independent Appeals Committee (“IAC”):

The Management Committee shall form an independent appeals committee to deliberate queries and appeals lodged by athletes. The IAC shall comprise individuals not involved in the original athletes selection committee.

24.2 The President, the Deputy President(s) and the Secretary General shall have the right to attend all Sub-Committee meetings. Notice of all meetings together with all supporting papers shall be sent to the Association at least 3 days before any meeting of the sub-Committee.

24.3 The Management Committee shall have the absolute right and discretion to determine and/or vary the terms of reference or the scope of duties of the Executive Committee or the various standing Sub-Committees or Sub-Committees appointed pursuant to its powers under Rule 15.1 (b) or appointed under Rule 23.1 without the need to amend Rule 23A.1 or Rule 24.1.

25 AUDITOR

An Auditor who shall not be a member of the Management Committee (hereinafter termed as the “Auditor”), shall be appointed at each Annual General Meeting. He will be required to audit the annual accounts and present his report to the Annual General Meeting. The President may ask the Auditor to audit the Association's accounts for any other period and make a report to the Management Committee.

26 ANNUAL GENERAL MEETING

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

27 NOTICE OF MEETINGS

27.1 At least 21 days’ notice in writing specifying the place, date and time of an Annual General Meeting shall be sent to members and such notice shall include the agenda for the meeting, the Annual report, the duly Audited Accounts for the preceding year and all resolutions proposed to be adopted at the General Meeting. The notice and agenda of all meetings may be sent to members by way of electronic mail.

27.2 Any Ordinary Member wishing to propose any resolution or resolutions must forward such resolution or resolutions to the Secretary General at least 14 days before the date fixed for the General Meeting.

- 27.3** The business to be transacted at the Annual General Meeting shall be:-
- (a) to receive and approve the Annual Report and Accounts of the Association for the preceding year;
 - (b) to elect members of the Management Committee whenever due;
 - (c) to appoint an auditor;
 - (d) to transact any other business of which at least 14 days' notice in writing shall have been given to the Secretary General by any member.
- 27.4** Persons entitled to vote at General Meetings shall be:-
- (a) One delegate from each Ordinary Member.
 - (b) Each person entitled to be present at a general meeting shall have one vote only irrespective of the fact that he is present at the meeting in more than one capacity.
 - (c) The names of delegates of Ordinary Members shall be notified to the Secretary General at least one week before the date of the general meeting.
- 27.5** The outgoing President will chair the election process unless he/she is seeking re-election, in which case the next most senior outgoing key appointment holder will take the chair.
- 27.6** In the event that the President and the next most senior outgoing key appointment holder or holders are seeking re-election, a Chairman shall be elected from those delegates present. However, he/she shall not be a person who is seeking election to the Management Committee.
- 27.7** Once elected under Rule 27.5 or Rule 27.6, the newly elected Chairman will then oversee the election process.
- 27.8** The Chairman chairing the election process under paragraph 27.5 or 27.6 above shall have no casting vote in relation to the election.
- 27.9** All candidates for the posts of the President, and Management Committee member shall be members of the Ordinary Members. Candidate nominations are to reach the Secretary General not later than fourteen (14) days before the date of the Annual General Meeting where the election for all such posts will take place. Each candidate shall be proposed and seconded on forms prescribed by the Management Committee and such forms must be signed by the candidate as signifying that candidate's consent to accept office.
- 27.10** After the closing date and for the purpose of paragraph 27.9, in the event that there is only 1 nomination for the position of the President and not more than 16 nominations for the positions of the Management Committee members, such nominees will be declared and deemed to be elected at the Annual General Meeting.
- 27.11** In the event that there are more than 1 nomination for the position of the President, there shall be election for the position. In the event of an absence of a candidate nominated for the office of President, the new Management Committee shall elect the new President from amongst themselves. For the Management Committee members, there shall be elections if there are more than 16 nominations. However in the event

that the nominations for the Management Committee members are less than 16, then the remaining number of Management Committee members shall be nominated and elected by the Ordinary Members present. If there is no such nomination for the remaining number of Management Committee members by the Ordinary Members present, the number of the Management Committee member shall be that deemed elected under paragraph 27.10 above and no further nomination and election of Management Committee member will be required.

- 27.12** In the event that there is no nomination for a position of Management Committee members, nominations for such position shall be made and election shall be held by Ordinary Members present.
- 27.13** If there is no nomination for all the positions, the Annual General Meeting shall be postponed for another 14 working days. The date of this deferred Annual General Meeting shall be communicated to all Ordinary Members by the next working day. This notice shall also inform the Ordinary Members that new nominations can be accepted, but such nominations shall reach the Secretary General of the immediate past Management Committee not later than 3 working days prior to the rescheduled Annual General Meeting.
- 27.14** The elected Management Committee members and the elected President shall elect from amongst themselves at the first Management Committee meeting after the election, the following office bearers:
- (a) Up to two (2) Deputy President(s);
 - (b) Up to five (5) Vice President(s);
 - (c) A Secretary General;
 - (d) A Honorary Treasurer

28 GENERAL MEETINGS

- 28.1** At least 25% of the total voting membership or ten (10) voting members, whichever is the lesser, present at a General Meeting shall form a quorum.
- 28.2** In the event there being no quorum at a general meeting, the meeting shall stand adjourned for half an hour, members present at the adjourned meeting shall be deemed to constitute a quorum.

Provided that such adjourned meeting shall have no power to alter, amend or make additions to any of the existing rules.

29 EXTRAORDINARY GENERAL MEETING

- 29.1** An Extraordinary General Meeting may be convened by the Management Committee or on receipt of a written requisition by at least one third of the total number of Ordinary Members of the Association. The requisition shall be signed by the president or the secretary of such Ordinary Members and shall state the reasons for requesting such a meeting.
- 29.2** Upon receipt of a requisition the Management Committee shall call for an Extraordinary General Meeting to be held within 21 days from the date of receipt of such requisition.

30 **VOTING**

30.1 Voting at any general meeting may be by a show of hands or through secret ballot.

Subject to paragraph 27.8 above, the chairman shall have a casting vote.

30.2 Notwithstanding paragraph 30.1 above, voting for the election of the Management Committee as mentioned in paragraph 14 above shall be through secret ballot.

31 **CHAIRMAN**

Subject to paragraph 27.5 and 27.6 above, the Chairman at all general meetings shall be the President, or if he is not present ten minutes after the time specified for the meeting, a Deputy President authorized by the President or if both are also not present then the Vice-President shall chair the meeting.

32 **FINANCIAL YEAR**

The financial year of the Association shall end on the 31st March in each year.

33 **PRESS RELEASES**

Only the President or the Deputy President(s) or the Secretary General or other person authorized by the President or Deputy President(s), shall be entitled to make press releases.

34 **PROHIBITIONS**

34.1 The funds of the Association shall not be used to pay the fines of any member who has been convicted in court.

34.2 The Association shall not indulge in any political or trade union activity or allow its funds to be used for such purposes.

34.3 The Association shall not operate as a sports club affiliated to the Association.

35 **ALTERATIONS TO RULES**

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.

36 **FINAL DECISION**

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

37 **DISSOLUTION**

37.1 The Association 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.

- 37.2** In the event of the Association being dissolved the funds of the Association shall be used for the settlement of all its debts and liabilities and any surplus shall be transferred to any institution of a public character approved under the Charities Act.
- 37.3** Notice of dissolution shall be given to the Registrar of Societies and the Commissioner of Charities within seven days of the dissolution.
-