

## **SINGAPORE DISABILITY SPORTS COUNCIL RULES**

### **1 NAME**

The Society shall be called the "Singapore Disability Sports Council"

### **2 DEFINITIONS**

In the interpretation of these Rules, unless the context otherwise requires: -

"The Council" shall mean the Singapore Disability Sports Council.

"Persons with Disabilities" shall mean persons of any age, race, religion or creed who have but are not limited to visual impairment, deafness, physical or intellectual impairment. In cases where it is doubtful whether or not a person comes within the above definition of "disabilities" for the purpose of the Council and of these Rules, the Council shall be the final authority to so decide.

"The Secretary" shall mean the Honorary Secretary of the Singapore Disability Sports Council.

"Ordinary Member" shall mean any Council, Association, Institution, Society, Club, Organisation or other body, voluntary or otherwise which caters to the education, welfare and training of persons with disabilities in Singapore and which has been granted membership pursuant to Rule 4(2).

"Individual Member" shall mean any person aged 21 years and above who is a Singapore Citizen or Permanent Resident of Singapore and who has been granted membership pursuant to Rule 4(3).

"Youth Member" shall mean any person under the age of 21 years who is a Singapore Citizen or Permanent Resident of Singapore and who has been granted membership pursuant to Rule 4(4).

"Associate Member" shall mean any Council, Association, Institution, Society, Club, Organisation or other body, voluntary or otherwise which promotes sports or sporting activity in Singapore and which has been granted membership pursuant to Rule 4(5).

"Honorary Life Member" shall mean any person so conferred the Honorary Life Membership under Rule 4(7).

The word "Member" shall include all categories of members unless otherwise excluded.

The term "Founder Member" shall mean such associations which are active and have paid their annual dues to the SDSC; in particular the

1. Association for Persons with Special Needs,
2. Handicaps Welfare Association,

3. Movement for the Intellectually Disabled of Singapore,
4. Singapore Association for the Deaf,
5. Singapore Association of the Visually Handicapped,
6. Singapore Cheshire Home,
7. Singapore Leprosy Relief Association,
8. Singapore Red Cross Society,
9. Cerebral Palsy Alliance Singapore, and
10. The Society for the Physically Disabled.

### 3 OBJECTS

The objects of the Council shall be: -

- (1) To promote the general interest of sports, ranging from recreational to high performance, among persons with disabilities in Singapore;
- (2) To negotiate with similar Councils, Associations or bodies in other territories in all matters appertaining to the general interest of sports and in particular in the organisation of inter-territorial or international sports meetings for persons with disabilities;
- (3) To plan, select, train and administer any Singapore team or organisation comprising and concerning persons with disabilities, whether representing Singapore or as part of a joint team or organisation with any other territory or territories;
- (4) To act as the parent body to initiate, organise and co-ordinate, all the sports and recreation activities for persons with disabilities, whenever deemed necessary;
- (5) To raise and administer any funds for the furtherance of the above objects.

### 4 MEMBERSHIP

- (1) There shall be the following categories of membership: -
  - a) Ordinary Members
  - b) Individual Members
  - c) Youth Members
  - d) Associate Members
  - e) Honorary Life Members
- (2) ORDINARY MEMBERS
  - a) Any Council, Association, Institution, Society, Club Organisation or other body, voluntary or otherwise which caters to the education, welfare and training of persons with disabilities in Singapore may apply for Ordinary Membership.
  - b) Ordinary Members shall be required to nominate one person belonging to the organization who shall on acceptance by the

Council be entitled to attend and shall have a right of vote on behalf of that Ordinary Member at General Meetings.

(3) INDIVIDUAL MEMBERS

- a) All persons of the age of 21 years and above may apply for Individual Membership.
- b) Individual Members shall be eligible to stand for elections. When standing for election to the Executive Committee, Individual Members must first be proposed by an Ordinary Member and seconded by an Ordinary member. If elected an Individual Member shall have the right of vote in the Executive Committee. Individual Members may attend but shall have no right of vote or nomination at the Annual General Meeting or at Extraordinary General Meetings.

(4) YOUTH MEMBERS

- a) Any person under the age of 21 years may apply for Youth Membership.
- b) Youth Members shall not be eligible to stand for elections. Youth Members may attend but shall have no right of vote or nomination at the audit or at Extraordinary General Meetings

(5) ASSOCIATE MEMBERS

- a) Any Council, Association, Institution, Society, Club, Organisation or other body voluntary or otherwise which promotes sports or sporting activities in Singapore and registered under any other relevant government register in Singapore may apply for Associate Membership.
- b) Associate Members may nominate one person belonging to the organization who shall on acceptance by the Council be entitled to stand for any election. The said nominee must be proposed by an Ordinary Member and seconded by an Ordinary Member. If elected to the Executive Committee, an Associate Member shall have a right of vote in the Executive Committee. Associate Members may attend but shall have no right of vote or nomination at Annual General Meetings or at Extraordinary General Meetings

(6) HONORARY LIFE MEMBERS

- a) Honorary Life Membership may be conferred by the Council on any eminent person or any person who has rendered outstanding service or made a significant contribution to the Council or towards disability sports. The conferment shall be by written invitation by the President, upon approval by the Council at a General Meeting, on such terms as the Council may from time to time decide.

- b) An Honorary Life Member shall not be eligible to stand for elections. Honorary Life Members may attend but shall have no right of vote or nomination at the Annual General Meeting or at Extraordinary General Meetings.
- c) Honorary Life Members shall not be called upon to pay any subscription.

## 5 APPLICATION FOR MEMBERSHIP

- (1) Application for membership shall be considered by the Council and may be accepted either unconditionally or under such terms and conditions as it deems fit to impose or reject without assign any reasons therefor.
- (2) Application for membership shall be made in writing in accordance with prescribed form and, where applicable,; signed by the President and the Secretary or any other responsible officer of the applicant body and shall be forwarded to the Secretary of the Council.
- (3) Membership shall be for one (1) year ending on the 31st day of December and all applications for renewal of membership shall be made between the 1st and 15th day of December of each year.
- (4) Application for membership or its renewal shall be accompanied by the annual membership fees which shall be refunded to the applicant if the application or renewal is rejected. Renewals shall be void if the annual membership fee remains unpaid from the date of invoice for six (6) months.
- (5) Application for membership or renewal shall constitute an agreement by the applicant or applicant body and by every constituent official and Members thereof to be subjected to and bound by these Rules and any bye-laws made hereunder.
- (6) Upon being admitted as a Member, notice thereof shall be given to the member who shall be furnished with a copy of these Rules and any bye-laws made hereunder.

## 6 MEMBERSHIP FEES

Unless otherwise determined by the Members at the General Meeting of the Council, the following fees shall be payable:

Ordinary Members	-	\$120 per annum
Individual Members	-	\$12 per annum
Youth Members	-	\$10 per annum
Associate Members	-	\$120 per annum
Honorary Life Members	-	Free

## 7 CESSATION OF MEMBERSHIP

Any Member, upon ceasing to be one shall forfeit all rights, privileges and claims upon the Council, its property and funds but shall be liable for any obligation to the Council undertaken or incurred whilst a Member.

## 8 EXECUTIVE COMMITTEE

- (1) (a) Subject to clause 22, the Executive Committee shall comprise of ten (10) Founder members and up to seven (7) Ordinary or Associate or Individual Members.
  - (b) In addition, if deemed necessary, the Executive Committee may co-opt up to three (3) other Ordinary or Associate or Individual Members. These members shall not have right of vote in the Executive Committee.
  - (c) All Founder Members are required to nominate one person belonging to the organization to the Executive Committee.
- (2) The office bearers shall be a President, a Vice-President, a Honorary Secretary, a Honorary Treasurer and a Honorary Assistant Treasurer.
- (3) The office of President shall be elected at an Annual General Meeting or such other meeting convened for that purpose. The office of Vice-President, Honorary Secretary, Honorary Treasurer and Honorary Assistant Treasurer shall be elected by the Executive Committed from amongst its members.
- (4) If the office of President is vacated or made vacant, election for a new President by a General Meeting must be held within two (2) months thereafter. Until then, the Vice-President shall assume the position of Acting President. If the office of Vice-President, Honorary Secretary, Honorary Treasurer or Honorary Assistant Treasurer is vacated or made vacant] the Executive Committee shall elect a respective replacement within two (2) months thereafter.
- (5) (a) When a vacancy occurs for whatever reason, an Associate or Ordinary Member previously represented shall nominate another person from the same member organization to fill such vacancy within one (1) month of such occurrence which nomination must be endorsed by a simple majority of the total membership of the Executive Committee including co-opted members if any, save for the office of President which must be elected at the General Meeting. If no such nomination is made within the said prescribed period, the Executive) Committee shall take such action as it deems fit.
  - (b) If the nominee sought to be replaced was an office-bearer a

replacement nominee may not assume the same office unless duly elected in accordance with the Rules herein. A replacement nominee endorsed or elected under the Rules herein shall serve for the remainder of the replaced nominee's term.

- (6) In respect of elections at all General Meetings, the election for the position of President will be conducted first. Thereafter, the position of Executive Committee members will be conducted. A defeated candidate for the position of President may stand for election as an Executive Committee member.
- (7) The members of the Executive Committee shall hold office for a period of two years.
- (8) No person shall hold the office of President, Vice-President, Honorary Secretary, Honorary Treasurer or Honorary Assistant Treasurer for more than four (4) years consecutively but may hold office again after a lapse of at least two years.
- (9) Any changes in the Committee shall be notified to the Registrar of Societies and the Commissioner of Charities within two (2) weeks of the change.

## 9 PATRON

The Executive Committee may appoint a person of high rank and distinction to be the Patron of the Council.

## 10 PLACE OF BUSINESS

The place of business of the Council shall be at 3 Stadium Drive, #01-34 Singapore 397630 or any other address as may subsequently be decided upon by the Council and approved by the Registrar of Societies.

## 11 NOTICE OF EXECUTIVE COMMITTEE MEETINGS

At least seven (7) days' notice in writing shall be given for Executive Committee Meetings. Frequency of these Meetings shall be determined by the Executive Committee but shall be at least once in every two months.

## 12 ABSENCE AT EXECUTIVE COMMITTEE, MEETINGS

Executive Committee members should make every effort to attend all Committee meetings. Any member of the Executive Committee absenting himself from three consecutive Executive Committee meetings without explanation satisfactory to the Executive Committee shall cease to

be a member thereof and action to fill the vacancy thus created, shall be taken by the Executive Committee as soon as possible and in whatever way it deems necessary.

### 13 QUORUM AT EXECUTIVE COMMITTEE MEETINGS

At all Executive Committee Meetings, the quorum shall be one-half of the total voting membership of the Executive Committee.

All decisions of the Executive Committee shall be made by a majority vote of those members present and voting at the meeting. In the event of a tie, the President of the meeting shall have a casting vote.

### 14 POWERS

The Executive Committee, subject to the provisions of these Rules, shall have the power to:-

- (1) carry out the objects of the Council;
- (2) appoint committees as from time to time considered advisable and necessary;
- (3) appoint advisor/specialists/patrons to Serve on the Council but they shall not hold office or have any voting rights;
- (4) enlist the services of any person or persons for the purpose of assisting in any business of the Council;
- (5) apply or expend the funds of the Council in such a manner as it deems expedient;
- (6) expel or remove any Member or take such disciplinary action as may be deemed necessary;
- (7) appoint, remove, dismiss and at its discretion remunerate such employees as it deems expedient;
- (8) enter into contracts for the purpose of Carrying out the objects of the Council;
- (9) frame bye-laws, regulations and/or standing orders for the proper and efficient management of the Council and its affairs not inconsistent with these Rules;
- (10) act in any manner deemed expedient, should the occasion arise for which provision is not made in these rules or bye-laws made thereunder.

### 15 GENERAL POWERS TO DEAL WITH BREACHES OF RULES

Where any breach of these Rules or any by-laws has occurred, the Executive Committee shall have the power to inquire into such breach itself and to make such orders as it deems fit or take such disciplinary action as may be deemed necessary and reasonable.

The exercise of these powers shall not be limited to censuring, expelling or removing a Member or suspending the member, its nominee or Member thereof from all or any of the Council's sports programmes and activities.

Such person, however, shall not be dealt with, without having been given a reasonable opportunity to present his or her explanation and only after due consideration by the Executive Committee

## 16 APPEALS

- (1) Any Member or its nominee dealt with by the Executive Committee under these Rules in paragraph 15 may appeal against such decision provided that written notice thereof is received by the Secretary within fourteen days of the date of the decision against which such an appeal is made.
- (2) On receipt by the Secretary of a notice of appeal, the decision appealed against shall be suspended pending the outcome of the appeal. The Secretary shall immediately inform the Chairperson of the Appeals Committee for the Appeals Committee to be formed within fourteen (14) days of such a notice.
- (3) The Chairperson of the Appeals Committee shall convene his own committee by appointing another 2 to 4 members (as the case may be), and proceed to deal via the Appeals Committee all matters arising from the appeal within one (1) month of the appeal filed but not later than four (4) months from the date of convening the committee. The Chairperson of the Appeals Committee should tender the report outlining the committee's findings within this period.
- (4) Subject as herein before mentioned, all decisions of the Annual General Meeting or Extraordinary General Meeting or the Appeals Committee shall be final, and there shall be no appeal forthwith.

## 17 ANNUAL GENERAL MEETINGS

The Annual General Meeting of the Council shall be held at a date, time and venue to be decided by the Executive Committee not later than September of each year or within six (6) months of the end of the financial year for the following purposes:

- (1) To receive the Council's Report, Balance Sheet and Statement of Accounts for the preceding financial year;
- (2) To elect office-bearers of the Council as are required under the provisions of these Rules;



- (3) To appoint one or more Auditors for the ensuing year as the Meeting considers fit;
- (4) To decide on any resolution of which 14 days' notice in writing has been given to the Secretary;
- (5) To transact any other business arising in accordance with the objects and Rules of the Council.

## 18 EXTRAORDINARY GENERAL MEETING

The Executive Committee may at any time for any special purpose call an Extraordinary General Meeting or shall do so forthwith upon the signed requisition of one-third of the Council's total membership or by not less than one-half of the total membership of the Executive Committee including the co-opted members if any. The Rules governing the quorum of an Annual General Meeting shall apply to an Extraordinary General Meeting save that if after an adjournment of fifteen (15) minutes from the time fixed for such meeting no quorum be present, the meeting shall be dissolved and no Extraordinary General Meeting shall be re-convened for the same purpose within the following six months.

## 19 NOTICE OF GENERAL MEETING

Twenty-one (21) days' notice in writing of any General Meeting together with the nature of the business to be transacted thereat shall be given to each and every member of the Council.

## 20 QUORUM

The quorum at an Annual General Meeting shall not be less than one-half of the total voting membership of the Council. If at the Annual General Meeting, a quorum is not present, the Meeting shall be adjourned for thirty (30) minutes. If after the said thirty (30) minutes, a quorum is still not present, those present shall form a quorum and the meeting still continue but they shall have no power to alter, amend or make additions to any of the Rules in the Constitution.

## 21 REPRESENTATIVES

Each Member required by these Rules to appoint a nominee shall in writing nominate a person. Notification of such nomination shall be handed to the Secretary fourteen (14) days before the commencement of each Annual General Meeting, failing which, Clause 8(1) notwithstanding, the said member shall have no representation at the Executive Committee.

## 22 CONDUCT OF MEETINGS

- (1) The Chairman at all General and Executive Committee Meetings shall be the President of the Council. Should the President be absent, the Vice President shall chair the Meeting.

- (2) The Chairman shall have a second or casting vote.
- (3) Each person entitled to attend and vote shall be entitled to only one vote, even though he may attend in more than one capacity.

## 23 CONFLICT OF INTEREST

- (1) There should be a mandatory declaration of any conflict of interest by any member of the Executive Committee, if he/she is potentially affected.
- (2) Where a conflict of interest arises at an Executive Committee meeting, the Executive Committee member concerned should not be allowed to vote on the matter nor participate in discussions.
- (3) He or she should also offer to withdraw from the meeting, and the other Executive Committee members should decide if this is required.

## 24 ACCOUNTS

The financial year of the Council shall end on the 31st day of March each year.

## 25 FINANCE AND EXPENDITURE

- (1) No expenditure from the Council's fund may be authorised except with the approval of:-
  - a) the Executive Committee in respect of sums amounting to \$20,000 and above;
  - b) the President or Vice-President and the Honorary Treasurer or Honorary Assistant Treasurer of the Council in respect of sums amounting to \$10,000 and above but not exceeding \$20,000;
  - c) the Executive Director in respect of sums not exceeding \$10,000.
- (2) It is the duty of the Honorary Treasurer to keep and maintain the account books of the Council and to present them to the Council or the President for reference and verification whenever required.
- (3) All monies shall be deposited in the bank of the Council. All cheques of the Council shall be signed by the Honorary Treasurer or Assistant Honorary Treasurer jointly with the President or Vice-President.

26 AUDIT

The accounts of the Council shall be audited by a firm of public accountants appointed at each Annual General Meeting.

27 COMPETITION RULES

Rules and conditions for participants in the competitions of the respective sports will follow as closely as possible the current international rules and regulations of sports for persons with disabilities.

28 ANNUAL REPORT

- (1) At the end of the financial year, the Secretary shall prepare an Annual Report and with the assistance of the Treasurer, an audited statement of accounts and present these papers to the Council at the Annual General Meeting.
- (2) The Council should make available an annual report that includes information on its:
  - (a) Programmes;
  - (b) Activities;
  - (c) Audited financial statements; and
  - (d) Executive Committee members and executive management

29 PROPERTY

- (1) Any immovable property of the Council shall be vested in three (3) Trustees appointed by the Council and the power of appointing new Trustees shall be vested in the Council.
- (2) The income and property of the Council irrespective of when derived shall be applied solely towards the promotion of the objects of the Council as set forth in these Rules and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profits to members of the Council. Provided that nothing herein contained shall prevent the payment in good faith of remuneration or allowances to any officers or servants of the Council or to any member of the Council in return for any services actually rendered to it.

30 TRUSTEES

- (1) The trustees shall not effect any sale or mortgage of property without the prior approval of the General Meeting of members.
- (2) 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 in the Council's premises at least two (2) 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 Commissioner of Charities.

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

## 31 INTERPRETATION AND STATEMENTS

- (1) Interpretation of the Rules and Standing Orders:-

- a) The Executive Committee shall be the sole authority for the interpretation of these Rules and Standing Orders. The decision of the Executive Committee upon any question of interpretation shall be final and binding on the members.
- b) The decision of the Executive Committee upon any matters affecting the Council and not provided for by these Rules and Standing Orders shall similarly be final and binding on the members.

- (2) Statements to the Press

All press releases or statement on matters within the province of the Council shall be made by the President or such other person designated by the President.

## 32 PROHIBITIONS

- (1) No gambling of any kind, whether for stakes or otherwise, is allowed in the Council's premises.
- (2) The introduction of materials for gambling and taking, whether orally or otherwise, of any deleterious drugs and or undesirable characters and materials into the Council's premises is prohibited.
- (3) The funds of the Council shall not be used to pay the fines of members who have been convicted in Court.
- (4) The Council shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any trade \ activities as defined in the Trade Unions Act Cap 129.
- (5) The Council shall not indulge in any political activities or allow its funds and/or premises to be used for political purposes or any other purposes incompatible with the objects of the Council.

### 33 AMENDMENTS

No amendments of these Rules shall be made except at a General Meeting by a resolution carried by a majority of at least two-thirds of the votes recorded at the Meeting and such amendments shall not come into force without the prior sanction of the Registrar of Societies and the Commissioner of Charities and clearance with the Comptroller of Income Tax.

### 34 DISSOLUTION

The Council shall not be dissolved except with the consent of not less than three-quarter of the members of the Council, eligible to vote at the General Meeting. In the event of the Council being dissolved, all the debts and liabilities legally incurred on behalf of the Council shall be fully discharged and the remaining assets shall be handed over to any institution of a public character approved under the Income Tax Act and registered under the Charities Act (Cap 37) to be decided upon by the General Meeting. Notice of dissolution of the Council shall be given to the Registrar of Societies and the Commissioner of Charities within seven (7) days of the dissolution.

### 35 TRANSITIONAL PROVISION

These amended provisions shall take effect immediately upon approval by the Registrar of Societies except that the composition of the Executive Committee and the term and office of all committee members and office-bearers elected prior to the coming into force of these amended provisions shall remain and continue until the expiry of their term as set out in the constitution prior to the said amendments.